

DOCUMENT RESUME

ED 067 113

LI 003 858

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TITLE Task Analysis of Library Jobs in the State of Illinois: A Working Paper on the Relevance of the Study to Academic Libraries.
INSTITUTION Illinois Library Association, Chicago. Ad Hoc Committee on Manpower Training and Utilization.
PUB DATE 16 Sep 71
NOTE 203p.; (5 References)
EDRS PRICE MF-\$0.65 HC-\$9.87
DESCRIPTORS *College Libraries; Job Analysis; *Librarians; Manpower Development; *Occupational Information; *Task Analysis; *University Libraries
IDENTIFIERS SERD Report

ABSTRACT

The findings of "A Task Analysis of Library Jobs in the State of Illinois" (ED 040723), the SERD Report (Social, Educational Research and Development, Inc.), are evaluated and applied to academic libraries in this study. The tasks are grouped by function and by training time order, and then arranged in task clusters by performance level. (Related documents are LI 003 855 through LI 003 857.) (SJ)

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TASK ANALYSIS OF LIBRARY JOBS IN THE STATE OF ILLINOIS:
A WORKING PAPER ON THE RELEVANCE OF THE STUDY TO ACADEMIC LIBRARIES.

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Submitted to:
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TASK ANALYSIS OF LIBRARY JOBS IN THE STATE OF ILLINOIS:

A WORKING PAPER

In 1969-70, an advisory committee drawn from the Illinois Library Association's ad hoc Committee on Manpower Education and Training, the Library Education Division and the Library Administration Division of the American Library Association received funding from the Library Services and Construction Act through the Illinois State Library for a proposed task analysis study of libraries in Illinois. The committee selected Social, Educational Research and Development, Inc. (SERD), Silver Spring, Maryland, to conduct a task analysis study of the work being performed in eighteen Illinois libraries of varying sizes and types. The report was submitted in May, 1970. (See "Task Analysis Study in Illinois: Phase I of a Cooperative Project", American Libraries 2:312-314, March, 1971). The study identified 1,615 tasks, each of which was rated on fifteen scales, and the resulting list of tasks with their individual ratings was arranged and printed in training-time order.

There was a great mass of useful information contained in the report but in an essentially unusable format. Up to this point the data had not been analyzed or examined from the point of view of professional librarians, therefore the committee appointed three practicing librarians to rearrange and manipulate the data so as to develop instruments which library administrators can use to improve manpower utilization in their own institutions, to measure the effectiveness of their current practices, and to apply in the resolution of personnel problems. This paper will address itself to the needs and problems of academic libraries.

In an attempt to make these conclusions as widely applicable as possible, only those tasks which could not take place in an academic library have been deleted from this study. The remaining 990 tasks include considerable duplication and they could not all be performed in one library. This was done deliberately to reflect the great range of procedures found in large and small institutions and to provide for the variety of techniques utilized, depending upon the degree to which the library has automated. Given the foregoing conditions, it has not been

possible to write position descriptions, since they require both an exact knowledge of the procedure followed by the person holding the position and the amount of time he spends performing each phase of the work. Instead the tasks have been grouped by (1) function (i.e., administration, catalog, reference, etc.) and within it by (2) training time order (the amount of formal education plus on-the-job training that is required for the performance of a given task), and arranged in "task clusters" by performance level--that is clerical, professional, etc. The data was then analyzed to produce the statistical information on Tables I-VII which provide profiles of the varied intellectual, educational and judgemental qualifications required by categories of library jobs. The job summaries define position levels, list the duties and qualifications determined by SERD, and comment upon these findings from the point of view of a practicing academic librarian.

The advantage of this approach is that the task clusters can be used by administrators as a basis for evaluating and realigning present positions or constructing future positions in a wide variety of work situations. It allows the supervisor to choose those tasks appropriate to his own departmental function whereas a job description written for a hypothetical position may or may not be applicable to his situation. A second advantage is that clustering all like tasks in each functional area regardless of the number of positions that may be needed to perform such duties in a given library circumstance makes it possible to analyze the data on the basis of all the work performed in that area and draw conclusions applicable to a wide range of positions engaged in similar functions.

SERD sorted the tasks by categories similar to those used in the Descriptive List of Professional and Non-professional Duties in Libraries published by ALA in 1948. One of the problems in using this classification by type of activity is that several of the activities classified separately are generally carried on in one location and by one group of employees in the library while other activities classified together are generally carried on in different areas of the library by different groups of people. For example, category 7, "Collection Maintenance" includes such tasks as repair of AV equipment, inspection of bound journal volumes returned from the bindery, replacement of soiled and damaged card catalog cards, and weeding damaged volumes from the collection. In most libraries the first task would be handled by an AV technician or an outside repairman, the second would

take place in the bindery, the third in the catalog department, and the fourth in the circulation department. At the same time category 3 contains all the tasks relating to cataloging and processing. In medium to large libraries processing takes place in work areas where mending, binding, marking and other tasks of this type requiring similar supplies and equipment can be centralized and efficiently utilized. Therefore, all tasks have been reassigned and regrouped into the following categories:

I. Administration

- A. Director and Associate Director
- B. Administrative Secretary and Clerk
- C. Collection Development
- D. Budget
- E. Planning
- F. Personnel
- G. Public Relations
- H. Systems Analysis
- I. Department Heads (Middle-management)
- J. Copy Center
- K. Mail Room

II. Bibliography

III. Order/Search/Serials

IV. Catalog

V. Bindery

VI. Patrons Services

VII. AV Department

VIII. Circulation

IX. Interlibrary Loan

X. Reference

XI. Photo Lab

XII. Building Maintenance

XIII. General Tasks

The two manpower statements of the profession, Library Education and Manpower (statement of policy adopted by the Council of the American Library Association on June 30, 1970) and the "Subprofessional or Technical Assistant:

a Statement of Definition" (see ALA Bulletin 62:387-97, April, 1968) were used as guides to provide categories in which to arrange the tasks. Though the categories suggested by the two vary somewhat, they are essentially similar in their definitions of the entering level (Clerk, Library Clerk) and the skilled level (Library Technical Assistant, Technical Assistant). The main differences are, that the Library Education and Manpower policy does not definitely state that the entering clerical level positions require a high school diploma while the subprofessional statement does, and that the policy suggests three classifications of supportive staff below the professional level while the "Subprofessional or Technical Assistant" report recommends two.

For the purposes of this paper, all non-professional tasks have been clustered on two levels: clerk and library clerk for the entering level, technical assistant and library technical assistant for the more advanced level. Task clusters defined as clerical in nature are restricted to the performance of "simple tasks related to typical library goals and functions but limited to strict adherence to specific routines and procedures".¹ Admittance to this level assumes a knowledge of clerical and secretarial practices but does not require formal study of library subjects. Library terminology and procedures are learned on the job. It quickly became apparent that there were a large number of tasks that could be performed by persons with very little formal schooling, i.e. fifth, eighth, or tenth grades. Therefore the clerical category has been divided into two sections: (1) senior clerk (those duties that require a high school education or its equivalent) and (2) junior clerk (those duties that require two years of high school or less). In several areas it is entirely possible to construct jobs that will not require more than an eighth or tenth grade education: notably Binding/Mending/Processing, the Photo Lab, Circulation, Order, the Mail Room, etc. It remains to be seen whether the volume of work in actual library situations is such that full time positions are practical on this level. The data suggest that they may be.

¹ American Library Association. Interdivisional Ad Hoc Committee of the Library Education Division and the Library Administration Division. "The Subprofessional or Technical Assistant: A Statement of Definition." ALA Bulletin, LXII (April, 1968), 392.

Those who possess some technical expertise either related to library skills such as bibliographic searching, interlibrary loan procedures, etc., or related to special techniques used by the library to attain its goals, such as photo lab or audio visual skills, are employed on the technical assistant or library technical assistant level. Admittance to this classification assumes post-high school training, i.e. two years of college, an A.A. degree in either library skills or in business skills that can be used in a library (accounting, personnel supervision, etc.), or technical courses relevant to library operation. The statement on subprofessional personnel also accepts "progressively responsible experience as a library clerk that has led to proficiency in one or more of the functional areas" as a valid qualification for appointment to this level.²

In view of the increasing insistence of the Federal government that universities receiving federal funds for research projects, library development and student aid make a reasonable effort to recruit, train, and promote members of disadvantaged and minority groups, it seemed necessary to carefully study the nature of the work performed in libraries to insure that the required educational and promotional qualifications would indeed reflect the demands that the jobs would place upon the workers' skills and educational background. Difficulties of this type began to appear immediately in the library associate and associate specialist categories of the policy on Library Education and Manpower. There were almost no tasks below the professional level that clearly required a BA or BS for their performance owing to the fact that each task taken individually describes a relatively limited action which rarely requires a broad educational background. In the case of this category it seems necessary to have a complete position description encompassing varied responsibilities and requiring specialized knowledge before accurate assignment can be made. The most promising locations for associates seem to be in the areas of ready reference, public and technical service duties requiring subject knowledge in branch libraries devoted to those specialties, and administrative duties requiring accounting, personnel, public relations or some other expertise of that type.

On the professional level there is little distinction drawn between senior and junior duties in the task clusters. Instead they are arranged by function with both the training time 7's and 8's grouped together. However, the job summaries in Part III point out the level at which the tasks may be performed

²Ibid.

depending upon such variables as the size and organization of the library. Admittance to this level assumes attainment of the MLS for professional librarians and a masters' degree in a subject field for the specialist. The senior level assumes additional formal education in relevant subject fields or advanced work in library science plus practical experience, or informal education; reading, additional coursework, seminars, institutes---all the various forms of continuing education--in addition to increasingly responsible and difficult work experience.

Once the tasks were sorted by functional area and clustered by difficulty, those tasks that seemed to be badly misplaced were reassigned to more appropriate grades (indicated in the task clusters by circling the SERD rank and typing the reassigned rank directly below the circled number). Clearly, there could be no thought of reevaluating and questioning every rank assigned in the SERD report since this would simply be to redo what had already been done. However, tasks that seemed to be assigned a very low rank on the training time scale were adjusted upward with an explanation in the job summary for that task cluster. Particular attention was paid to SERD ranks 6 and 7 which mark the difference between nonprofessional and professional tasks.

At this point, the tasks were separated by professional and non-professional in each functional area. They were then analyzed by three of SERD's scales: Worker Functions which measures the orientation of tasks to data, people or things; General Educational Development which measures the level of reasoning, mathematical, and linguistic ability required for the performance of each task; and Worker Instructions which measures the amount of judgement the worker must utilize in task performance. The results of the analysis are tabulated in Tables I-VII.

Following the tables is a series of brief narrative statements summarizing the tasks assigned to that level, pointing out the conclusions to be drawn from the analyses and commenting on the findings. The last section consists of the tasks themselves.

Finally, there are a few observations to be made about the libraries in the study. Of the eighteen libraries, nine are in the Chicago metropolitan area, two are in the St. Louis metropolitan area, and four are in the Rockford metropolitan area. The remaining three are scattered, two in small towns in Southern Illinois, the other in a small city in Western Illinois. There are five school libraries, four public libraries, three special libraries, three

college and university libraries, one state library, one processing center and one public library system. Of the three college and university libraries, two are college libraries (one a public two year community college and one a private liberal arts college) and one public university library with two campuses a considerable distance apart. The two year school was recently established and is not yet listed in the American Library Directory. The liberal arts college has a collection of 135,000 volumes and nine professional librarians. The university has a total collection of 1,689,000 volumes and a professional staff of 91. Since there was no way of knowing where most of the tasks originated and since there was only a limited sampling of academic libraries, concerted effort was made to delete only those tasks that could not take place in an academic setting as was stated earlier. Conversely, tasks that were definitely stated to have taken place in another kind of library, but which could also take place in an academic library and for which there was no equivalent task labeled "college" or "university", were also included in the study. Most of these came from a highly sophisticated special library whose functions are analogous to those of an academic or research library

There are several drawbacks to the SERD report that serve to make working with the data difficult and that should be considered in evaluating the results of studies based on it. First and most important is the problem of overlapping and duplicate tasks. The following six tasks illustrate several aspects of the problem:

0266	Checks all order slips for accuracy	2	2	3111	12	0282	333	2	4	1	11
0472	Examines for completeness and accuracy completed book order forms received from members in library system	2	2	3113	12	0282	333	2	4	1	11
0821	Examines for completeness and accuracy order forms for periodicals received from members in library system	2	2	3113	12	0282	333	2	4	1	11
0392	Checks order cards submitted by teachers, staff and students for accuracy and completeness before depositing in consideration file	2	2	3113	02	0282	334	3	4	1	09

- 0686 Examines for completeness 2 2 3113 03 0225 333 2 4 1 09
orders for titles and AV
materials from K-8 school
library and transmits to
secretary for typing of
purchase order
- 0751 Reviews order forms from 2 2 3113 02 0217 333 2 4 2 09
patron and checks to see
if title is on order, if
title has been purchased
and is on file, and whether
information supplied on order
form is complete

First: the same skill is described several times. In this case all of the above tasks describe the same action (that of checking to see that the order form has been completely filled in). There is no way of determining, therefore, exactly how many of the total 1,615 tasks defined by SERD really are distinct duties as opposed to variation of the same basic skill. Nor is it possible to determine whether the number of tasks discovered by SERD in a functional area gives a representative indication of the actual amount of work going on in this area in libraries.

Second: different descriptor words are utilized to define the same skill in different locations. The six tasks noted above use three verbs (checks, examines, reviews) and four terms for the objects (order forms, orders, order cards, and book order forms). Another example can be found in Circulation with tasks 1451, "Inserts reserve order form (with patron's name) in titles and shelves alphabetically by last name of patron" and 1533, "Inserts reserve slip in book and files alphabetically by name of patron requesting book". These two task statements use two verbs (shelves and files) and two sets of terms for the objects (reserve slip and reserve order form) and (titles and books). The vocabulary ought to be standardized to make identification of duplicate tasks easier, to emphasize the basic similarities of the skills found, and to facilitate grading the tasks.

Third: tasks or actions that can be broken down into smaller components are combined in one description, greatly increasing the number of times a single skill is described. Tasks 0392 and 0686 add a second action to the one described above (depositing the checked orders in the consideration file and transmitting the checked orders for typing respectively), while task 0751 adds

two additional actions (checks to see if title is on order or if title has been purchased) thus overlapping with two additional tasks (see 0723 and 0751, SERD report, pp. 83-84). Furthermore, a number of tasks combine both professional and non-professional duties in the same task statement (see 0199, p. 60) which not only makes it significantly more difficult to scale the tasks properly but also to assign the task to the proper performance level. It tends to make the tasks less universal by restricting the kinds and sizes of libraries to which the skill described could apply.

It seems more rational to list all tasks as single actions insofar as possible and to limit multiple action tasks to those that cannot be broken down without destroying the meaning of the description. It is interesting to note that all six of the above tasks are described as specific tasks, that is to say "isolated, independent, and narrow as opposed to general tasks which include several actions".³ Moreover, descriptor words should be standardized and tasks should not be differentiated because of their physical location or because they deal with various formats. The six above tasks can be simplified in the following manner:

Checks to see that order form is complete and accurate. (0266, 0472, 0821, 0751, 0686, 0392)

Checks order form against order file to see if title is on order or has been purchased (0751)

Deposits order forms in consideration file (alphabetically by author? title?) (0392)

Transmits order forms to clerks for typing of purchase orders (0686)

Neither of the final two tasks is recommended as a model form for task descriptions since the verbs are so unspecific as to leave one wondering what they mean. They are presented solely as examples of the way in which terms can be standardized and tasks broken into integral units or skills while retaining sufficient information to identify and evaluate them. As can be seen by the scales in the cited tasks, there is remarkable uniformity in the grading. This seems to support the contention that the skills are basically the same. As far as scaling

³ Social, Educational Research and Development, Inc. A Task Analysis of Library Jobs in the State of Illinois. Silver Spring, Maryland, 1970, p. 14.

goes, it makes little difference whether the information on the order form pertains to a monograph, a serial, a film, etc., or whether the search takes place in a school, public or university library. There is enough variation between the procedures in two different libraries of the same type (e.g. a 100 year old private university library with 3,000,000 volumes vs. a 15 year old state university with 400,000 volumes or a 1,500,000 volume urban public library vs. a 35,000 volume suburban public library) that simply stating the kind of library the task is performed in has no relevance to the meaning of the task. On the other hand, there may be additional information that has a strong bearing on the task meaning such as: checks order forms in foreign languages. This ought to be a part of the task statement.

Among other minor problems there are a number of task descriptions so badly written that they seem virtually meaningless. Tasks 1500, "Provides graphic art specialist format and plan for development and technical processing for using materials and equipment in university level curriculum", and 0397 "Selects book selections for library from cataloging department by checking against original requests" and will suffice as examples of this type.⁴ Such tasks were encountered in all areas.

It is not possible to identify the kind of library in which most of the tasks took place. While this is unimportant in the task statement, it would have been very convenient if a certain digit in the task number had identified the origin of that task in order to manipulate the data by computer. For example, the tasks found in all kinds of libraries could have been identified, the tasks found in one type could have been matched against those found in another type, and so forth. The resultant data would have been based on the certainty that all the tasks identified as existing in certain kinds of libraries did in fact take place there. This would have required, however, a different approach in the basic study. A representative of each activity would have to be interviewed in every library at least until a particular skill was identified as taking place in a certain kind of library.

Regarding interviews, the interview published on p.12 of the SERD report leaves one with the uncomfortable feeling that the interviewer's superficial knowledge of the tasks involved in book selection seriously hampered his iden-

⁴ Ibid. p. 153, p. 78.

tifying the essence of the job. Almost all the questions measure quantity, not quality and the effect is to call into question the validity of those interviews dealing with staff engaged in intellectual skills.

In conclusion, the SERD report has been an immensely useful study. It could have been improved if a professional librarian had been involved in planning the interviews and writing and scaling the tasks, if the vocabulary had been standardized, if the task statements had been more carefully written, if duplication had been eliminated, if task location had been identified. But it is still an extremely valuable piece of research. The fact that 990 of the 1600 tasks or about 2/3 could have been performed in academic libraries even though they constituted only 1/6 of the libraries in the study indicates that very similar tasks are going on in all libraries. It should serve as a unifying force for the profession. It is very useful as a source for job descriptions. The ALA List of Professional and Non-professional Duties in Libraries contains only 270 tasks. The Library Association's Professional and Non-professional Duties in Libraries lists 299 tasks. Even allowing for extensive duplication the SERD report contains many times that number. Furthermore, the scales provide a wealth of analytic information that is not available anywhere else and that lends itself for use in restructuring and re-aligning duties to construct new jobs. And it will serve as the base from which additional research is conducted for many years to come.

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IV. WORKER FUNCTIONS

A. DATA: Each task was assigned one of eleven codes in its relationship to information or knowledge

ADMINISTRATION

BIBLIOGRAPHY SEARCH-ORDER

	Director & Associate	Adm. Secy. Adm. Clerk	Collect Develop.	Budget		Planning		Personnel		Public Relations		Systems Programmer		Department Heads	Copy Center	Mail Room	P	P	NP
	P	NP	P	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	NP	P	P	NP
01 Copying or Coding		22.7			2.9		2.0				7.7				66.6				22.1
02 Comparing		13.6							4.0		2.6		8.3			15.4			31.4
03 Computing		4.5			20.0				10.0							23.1			3.6
04 Translating		11.4		2.9			6.3		2.0				8.3	2.6					8.2
05 Compiling		13.6			8.6		6.3		10.0		15.4	8.3		2.6		15.4			
06 Analyzing	28.3	2.3	23.1	8.6	5.7	16.6	6.3	20.0	12.0	10.3	12.8	8.3	16.8	38.4			32.2	2.8	11.9
07 Organizing		11.4			5.7	4.2			10.0		10.3	8.3	8.3						1.8
08 Coordinating	20.8	2.3	7.7	2.9	2.9	4.2	6.3	8.0	2.0	12.7	5.1		5.1	33.3	16.7		6.5		2.7
09 Planning	41.5	6.8	61.5	31.3		33.2	6.3	16.0	2.0	2.6	2.6	16.7	8.3	20.5			61.3	0.9	
10 Synthesizing	7.5		7.7	8.6		8.3		4.0		2.6				2.6				0.9	
11 Not Applicable	1.9	11.4									15.3				16.7	46.1			3.6
12 Other																			
Sub-total (%)				54.3	45.7	66.5	33.5	58.0	42.0	28.2	71.8	50.0	50.0					4.6	96.3
Total (%)	100	100	100	100		100		100		100		100		100	100	100	100	100	
No. of Tasks	53	44	13	35		48		50		39		12		39	6	13	31		108
% of Total Tasks	5.4	4.5	1.3	3.5		4.9		5.0		4.0		1.2		4.0	0.6	1.3	3.1		10.9

				BIBLIOGRAPHY		SEARCH-ORDER		CATALOG		BINDERY		PATRON SERVICES		AUDIO VISUAL		CIRCULAT.		INTERLIB. LOAN		REFERENCE		PHOTO LAB.		BUILD'NG MAIN.		GENERAL TASKS	
Units' Program	Department Heads	Copy Center	Mail Room	P	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	
		66.6				22.1	1.3	24.4		34.7				1.8		12.8		27.6		2.2		56.3				3.7	
8.3			15.4			31.4		12.7		15.4				6.3		22.9		17.3									
			23.1			3.6		2.6						0.6	0.8	8.5											
8.3	2.6					8.2	2.6	6.4		1.9				6.3		7.7		10.3	2.2	2.2		6.3			3.7		
	2.6		15.4					14.1	9.0		7.7	8.3		7.1		11.0		17.3	2.2	6.5							
16.8	38.4			32.2	2.8	11.9	5.1	10.3			8.3	16.7	25.0	11.5	4.2	13.6	6.9	3.4	26.1	8.7		18.7					
8.3						1.8		2.6		3.8				0.9	0.9	0.8	2.5			4.3	6.5			11.1	33.3	7.4	
5.1	33.3	16.7		6.5		2.7	1.3			1.9		41.7	7.1	5.4	0.8	5.1		10.3	10.9			12.4			3.7	3.7	
8.3	20.5			61.3	0.9		2.6	3.7	3.8		16.7	8.3	11.6	0.9	4.2	0.8			23.9						3.7		
	2.6				0.9				1.9																29.7	3.7	
		16.7	46.1				3.6	1.3		28.9			0.9	13.4		4.2	6.9		4.3		6.3				7.4		
																								88.9			
50.0					4.6	96.3	27.0	73.0	5.7	94.3	25.0	75.0	45.5	54.5	10.9	89.1	13.8	16.2	69.6	30.4					81.5	18.5	
	100	100	100	100	100		100		100		100		100		100		100		100		100		100		100		
	39	6	13	31	108		78		52		12		112		118		29		46		16		9		27		
	4.0	0.6	1.3	3.1	10.9		7.9		5.3		1.2		11.2		11.8		2.9		4.7		1.6		1.0		2.7		

IV. WORKER FUNCTIONS

B. PEOPLE: Each task was rated according to the extent to which it required interaction with other people. Eight items were included on this scale.

ADMINISTRATION																			BIBLIOGRAPHY		SEARCH-OR	
Director & Associate		Adm. Secy. Adm. Clerk	Collect. Develop.	Budget		Planning		Personnel		Public Relations		Systems Programmer		Department Heads	Copy Center		Mail Room	P	P	NP		
P		NP	P	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	NP	P	P	NP			
1.	Taking instructions, helping, serving	31.8								10.3	8.3			2.6	50.0	30.8	6.5		2.8			
2.	Exchanging information	25.1		8.6	22.9	12.5	18.0	20.0	7.7	15.2	8.3	8.3		20.5		7.7	54.8	2.7	22.2			
3.	Counseling, persuading, diverting	26.4	23.1					4.0		2.6												
4.	Supervising	11.3	4.5	7.7	17.1	8.6	16.7	6.3	14.0	5.0	10.2	7.7	8.3		48.7	16.7	6.5	0.9	8.4			
5.	Consulting, instructing, treating	41.5		38.5	5.7	5.7		2.1	10.0	2.0	2.6		8.3		10.2				2.8			
6.	Negotiating	17.0		30.7	8.6		18.7		8.0		2.6				7.7		12.8	0.9	1.9			
7.	Mentoring										2.6				2.6							
8.	Not Applicable	3.8	38.6		22.8	22.9	8.3	12.5	4.0	12.0												
Sub-total (%)					54.2	45.8	66.6	33.4	58.0	42.0	28.3	71.7	49.9	50.1					4.5	95.5		
Total (%)				100	100	100	100	100	100		100		100		100	100	100	100	100			
No. of Tasks				53	44	13	35	48	50		39		12		39	6	13	31	108			
% of Total Tasks				5.4	4.5	1.3	3.5	4.9	5.0		4.0		1.2		4.0	0.6	1.3	3.1	10.9			

				BIBLIOGRAPHY	SEARCH-ORDER		CATALOG		BINDERY		PATRON SERVICES		AUDIO VISUAL		CIRCULAT.		INTERLIB. LOAN		REFERENCE		PHOTO LAB.		BUILDING MAIN.		GENERAL TASKS	
ms number	Department Heads	Copy Center	Mail Room	P	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP
	2.6	50.0	30.8	6.5		2.8				7.7		8.3	0.9	8.0		17.8	3.4	12.8	15.1	8.7		6.3				14.8
1.3	20.5		7.7	54.8	2.7	22.2		9.0		5.8	8.3	33.4	7.1	7.1	3.5	20.1	3.4	27.7	17.4	10.9		6.3				37.1
													1.8			0.8		3.4	2.2							
48.7	16.7			6.5	0.9	8.4	5.1	3.8	1.9	7.7	8.3	33.4	8.0	4.5	4.2	7.7		10.3	8.7		12.4					
10.2						2.8	1.3			3.9			10.6	6.3	0.8	1.7			17.4	2.2						25.9
7.7				12.8	0.9	1.9					8.3		6.3	0.9		1.7			4.3							7.4
2.6													4.5						2.2							3.7
							20.5	60.3	3.8	69.2			6.3	27.7	2.5	39.0		38.0	2.2	8.7		75.0				
0.1					4.5	95.5	26.9	73.1	5.7	94.3	24.9	75.1	45.5	54.5	11.0	89.0	6.8	93.2	69.5	30.5						81.5 18.5
	100	100	100	100	100		100		100		100		100		100		100		100		100		100		100	
	39	6	13	31	108		78		52		12		112		118		29		46		16		9		27	
	4.0	0.6	1.3	3.1	10.9		7.9		5.3		1.2		11.2		11.8		2.9		4.7		1.6		1.0		2.7	

IV. WORKER FUNCTIONS

C. THINGS: Each task was rated according to the extent to which it involved the use of things. Eight items were used.

ADMINISTRATION

BIBLIOGRAPHY SEARCH-ORD

	Director & Associate	Adm. Secy. Adm. Clerk	Collect. Develop.	Budget		Planning		Personnel		Public Relations		Systems Programmer		Department Heads	Copy Center	Mail Room			
	P	NP	P	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	NP	P	P	NP
1. Handling		11.4	7.7													46.1			2.8
2. Monitoring		6.8				2.1		2.0		2.6				5.1	16.7	7.7	6.5		4.6
3. Servicing										2.6									
4. Operating		52.3		5.7	22.9	6.2	12.5	8.0	14.0	2.6	25.6	8.3	16.8	7.7	66.6	30.8		0.9	32.4
5. Preparing/Setup	24.5	15.9	30.8	34.3	8.6	41.6	4.2	22.0	4.0	10.3	20.5	25.0		33.3	16.7	7.7	32.3	9.9	19.5
6. Maintenance																	3.2		
7. Storage/Retrieval		9.1			11.4		6.3	2.0	8.0	12.7	8.3			2.6		7.7	3.2	0.9	30.6
8. Not Applicable	75.5	4.5	61.5	14.3	2.8	18.8	8.3	20.0	14.0	15.4	7.7	33.3	8.3	51.3			54.8	1.8	5.6
9. Other										28.3	71.7	49.9	50.1						4.5
Sub-total (%)				54.3	45.7	66.6	33.4	58.0	42.0	100		100		100	100	100	100		100
Total (%)	100	100	100	100		100		100		39		12		39	6	13	31		108
No. of Tasks	53	44	13	35		48		50		4.0		1.2		4.0	0.6	1.3	3.1		10.9
% of Total Tasks	5.4	4.5	1.3	3.5		4.9		5.0											

					BIBLIOGRAPHY	SEARCH-ORDER			CATALOG		BINDERY		PATRON SERVICES		AUDIO VISUAL		CIRCULAT.		INTERLIB. LOAN		REFERENCE		PHOTO LAB.		BUILDING MAIN.		GENERAL TASKS	
Systems Programmer		Department Heads		Copy Center	Hall Room	P	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP
					46.1			2.8		1.3		3.9				0.9	0.8	5.1					6.3					3.7
			5.1	16.7	7.7	6.5		4.6		1.3		7.6				0.9	8.9		6.8				12.5				22.3	
												11.6					2.7				3.4					33.3	3.7	3.7
8.3	16.8		7.7	66.6	30.8		0.9	32.4		37.1		42.4	8.3	25.0	6.3	19.6	1.7	33.1		41.5	4.3	4.3	81.2			11.1	18.5	
	25.0		33.3	16.7	7.7	32.3	0.9	19.5	2.6	14.1	5.7	19.3	16.7	33.3	18.8	7.1	5.9	5.9	3.4	13.8	21.8							
						3.2																						
8.3			2.6		7.7	3.2	0.9	30.6	1.3			3.8		16.7	18.8	6.3	0.9	9.3	3.4	3.4	17.4	8.7					55.6	14.8
33.3	8.3		51.3			54.8		1.8	5.6																			
49.9	50.1						4.5	95.5	27.0	73.0	5.7	94.3	25.0	75.0	45.7	54.3	11.0	89.0	6.8	93.2	69.6	30.4					81.5	18.5
100		100		100	100	100		100		100		100		100		100		100		100		100		100		100		100
12		39		6	13	31		108		78		52		12		112		118		29		46		16		9		27
1.2		4.0		0.6	1.3	3.1		10.9		7.9		5.3		1.2		11.2		11.8		2.9		4.7		1.6		1.0		2.7

V. GENERAL EDUCATION DEVELOPMENT

A. REASONING: This scale refers to the problem-solving and judgmental skills required by the task. Each task was rated in terms of six items ranging from elementary to highly developed reasoning skills.

BIBLIOGRAPHY SEARCH-C

	Director & Associate	Adm. Adm.	Secy. Clerk	Collect. Develop.	Budget		Public Relations		Systems Programmer		Department Heads	Copy Center		Mail Room			
	P	NP	P		P	NP	P	NP	P	NP	P	NP	NP	NP	P	P	
1. Elementary reasoning; one or two step instructions		11.4						10.3				33.3		53.8			8
2. Elementary reasoning; detailed, uninvolved written/oral instruc.		25.0						15.4			2.6	33.3		30.8			20
3. Elementary reasoning; written, oral, diagrammatic form		56.8			2.8	22.9		17.9			12.7	33.4		15.4			18
4. Apply rational systems to solve practical problems; deal with concrete variables	9.4	6.8			2.8	22.9	10.3	20.5	16.7	25.0	46.2				22.6	0.9	24
5. Apply logic/scientific thinking to define problems, collect data, draw conclusions, etc. Interpret technical instructions in books or math. form	64.2		84.6		20.0		17.9	7.7	33.3	16.7	28.2				67.7	3.7	3
6. Apply logical/scientific thinking to intellectual/practical problems. Use non-verbal symbolism; abstract and concrete variables	26.4		15.4		28.6				8.3	10.3					9.7		
7. Other																	
Sub-Total (%)					54.2	45.8	28.2	71.8	50.0	50.0							4.6 95
Total (%)	100	100	100		100		100		100		100	100		100	100		
No. of Tasks	53	44	13		35		39		12		39	6		13	31		108
% of Total Tasks	5.4	4.5	1.3		3.5		4.0		1.2		4.0	0.6		1.3	3.1		10.9

					BIBLIOGRAPHY	SEARCH-ORDER			CATALOG		BINDERY		PATRON SERVICES		AUDIO VISUAL		CIRCULAT.		INTERLIB. LOAN		REFERENCE		PHOTO LAB.		BUILDING MAIN.		GENERAL TASKS		
Systems Programmer			Department Heads	Copy Center	Mail Room		P	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP
1				33.3	53.8				8.3		6.4		48.1			8.9		7.6		6.9		2.2		6.3		11.5			
2			2.6	33.3	30.8				20.4		1.3	20.5		25.0		8.3		10.7		24.6		24.1		4.3		18.7			7.4
3			12.7	33.4	15.4				38.9			21.8		15.4		25.1	0.9	22.3	1.7	42.4		34.6		2.2		56.3		88.5	11.1
4	16.7	25.0	46.2				22.6	0.9	24.1		10.3	17.9	1.9	5.7	8.3	33.3	15.2	10.7	3.4	12.7	3.4	20.7	30.4	21.7		18.7			14.8
5	33.3	16.7	28.2				67.7	3.7	3.7		15.4	6.4			16.7	8.3	27.7	1.8	5.9	1.7	3.4	6.9	39.2					51.9	
6		8.3	10.3				9.7						3.9				1.8											14.8	
7	50.0	50.0					4.6	95.4		27.0	73.0	5.8	94.2	25.0	75.0	45.6	54.4	11.0	89.0	6.8	93.2	69.6	30.4					81.5	18.5
8	100		100	100	100	100	100		100		100		100		100		100		100		100		100	100	100	100	100	100	
9	12		39	6	13	31	108			78		52		12		112		118		29		46		16		9		27	
10	1.2		4.0	0.6	1.3	3.1	10.9			7.9		5.3		1.2		11.2		11.8		2.9		4.7		1.6		1.0		2.7	

V. GENERAL EDUCATIONAL DEVELOPMENT

B. MATHEMATICAL: This scale ranged from the need for simple to complex mathematics and included seven items.

ADMINISTRATION

BIBLIOGRAPHY SEARCH-O

	Director & Associate	Adm. Secy. Adm. Clerk	Collect. Develop.	Budget		Planning		Personnel		Public Relations		Systems Programmer		Department Heads	Copy Center	Mail Room			
	P	NP	P	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	NP	P	P	N
1. Nothing short of common addition	1.9	4.5								5.1									1.
2. Second-third grade math	15.1	20.5	38.4			10.4		4.0		20.5		8.3			83.3	15.4			21.
3. Third-sixth grade math	5.7	56.8		2.9	20.0	8.3	12.5	38.0	28.0	23.1	28.2	8.3		43.6	16.7	30.8	9.7	1.9	61.
4. Sixth-ninth grade math	39.5		46.2		8.6	8.3	2.1	2.0	4.0	2.6	5.1			12.8				2.7	5.
5. Ninth-eleventh grade math	5.7			45.7	17.1	39.6	6.3	10.0		2.6		16.7		23.1			61.3		0.
6. Twelfth grade-elementary college math	17.0		7.7	5.7		8.3		2.0				25.0	41.7	7.7			16.1		
7. Highly specialized math	3.8													7.7			9.7		
8. Not applicable	11.3	18.2	7.7			2.1	2.1	6.0	6.0	12.8				5.1		53.8	3.2		4.
9. Other																			
Sub-total (%)				54.3	45.7	66.6	33.4	58.0	42.0	28.3	71.7	50.0	50.0					4.6	95
Total (%)	100	100	100	100		100		100		100		100		100	100	100	100	100	
No. of Tasks	53	44	13	35		48		50		39		12		39	6	13	31	108	
% of Total Tasks	5.4	4.5	1.3	3.5		4.9		5.0		4.0		1.2		4.0	0.6	1.3	3.1	10.9	

				BIBLIOGRAPHY			SEARCH-ORDER			CATALOG			BINDERY		PATRON SERVICES		AUDIO VISUAL		CIRCULAT.		INTERLIB. LOAN		REFERENCE		PHOTO. LAB.		BUILDING MAINT.		GENERAL TASKS	
Systems Programmer	Department Heads	Copy Center	Mail Room	P	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP
						1.9					3.8			2.7		0.9		3.4				6.3								
8.3		83.3	15.4			21.3		9.0		7.7		16.7	3.6	14.3		16.9		24.2				75.0								
3	43.6	16.7	30.8	9.7	1.9	61.1	20.5	55.1	1.9	40.4	8.3		15.1	19.6	7.7	57.6	3.4	53.8	26.1	21.7		6.3						22.2	7.4	
	12.8				2.7	5.6	6.4				8.3	33.3	4.5	2.7	0.8	1.7		10.4	4.3									11.1	7.4	
7	23.1			61.3		0.9			3.9	1.9			15.1	0.9	1.7	1.7		3.4	19.6									29.7		
0 41.7	7.7			16.1							8.3		3.4					10.9										7.4		
	7.7			9.7																								3.7		
	5.1		53.8	3.2		4.6		9.0		40.4		25.1	1.8	14.3	0.8	10.2	3.4	3.4	2.2	4.3		12.4					7.4	3.7		
0 50.0					4.6	45.4	26.9	73.1	5.8	94.2	24.9	75.1	45.5	54.5	11.0	89.0	6.8	93.2	69.7	30.3								81.5	18.5	
100	100	100	100	100	100		100		100		100		100		1		100		100		100		100		100				100	
12	39	6	13	31	108		78		52		12		172		18		20		46		16		9					27		
1.2	4.0	0.6	1.3	3.1	10.9		7.9		5.3		1.2		11.2		11.9		2.9				1.6		1.0					2.7		

V. GENERAL EDUCATIONAL DEVELOPMENT

C. LANGUAGE: This scale ranges from simple to complex.
One response was selected for each task.

ADMINISTRATION

BIBLIO

	Director & Associate	Adm. Secy. Adm. Clerk	Collect. Develop.	Budget		Planning		Personnel		Public Relations		Systems Programmer		Department Heads	Copy Center	Mail Room	
	P	NP	P	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	NP	P
1. Up to three years of schooling		2.3														7.7	
2. Up to six years of schooling		9.1								10.4				5.1	66.6	30.8	
3. Sixth to ninth grade		34.1		14.3		6.3		14.0		17.9		8.3		10.3	16.7	38.5	
4. Ninth grade through some post-high school		45.5		2.9	25.7	4.2	22.9	4.0	22.0	17.9	25.0	33.4		28.2	16.7		
5. Post-high school; linguistic experience	50.9	4.5	46.2	37.2	5.6	29.6	4.2	44.0	6.0	15.4	17.9	25.0	8.3	43.6			45.
6. Considerable education linguistics	49.1		53.8			22.8		10.0		12.8				12.8			51.
7. Not applicable		4.5								7.7						23.0	
8. Other				14.3													
Sub-total (%)				54.4	45.6	66.6	33.4	58.0	42.0	28.2	71.8	50.0	50.0				
Total (%)	100	100	100	100		100		100		100		100		100	100	100	100
No. of Tasks	53	44	13	35		48		50		39		12		39	6	13	31
% of Total Tasks	5.4	4.5	1.3	3.5		4.9		5.0		4.0		1.2		4.0	0.6	1.3	

				BIBLIOGRAPHY	SEARCH-ORDER			CATALOG		BINDERY		PATRON SERVICES		AUDIO VISUAL		CIRCULAT.		INTERLIB. LOAN		REFERENCE		PHOTO LAB.		BUILDING MAIN.		GENERAL TASKS		
Systems Programmer	Department Heads	Copy Center	Mail Room	P	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP	P	NP
			7.7			0.9				3.9				2.6		2.5				2.2								
	5.1	66.6	30.8			3.7		10.2		3.9				5.4		11.1						6.2						
8.3	10.3	16.7	38.5			44.4		12. 24.5		32.6		16.7	3.6	16.1	1.7	44.9		51.6				43.8						3.7
0 33.4	23.2	16.7		3.2		34.2		5.1 23.1	1.9	17.2		41.6	7.1	17.0	1.7	24.6		27.7	2.2	17.4		25.0						11.1
0 8.3	43.6			45.2	1.9	8.3		12.7 12.8		1.9	8.3	16.7	17.0	4.5	7.6	4.2	6.9	6.9	37.0	6.5		6.2				18.5	3.7	
	12.8			51.6	2.8	1.9		8.0 1.3	3.9		16.7		17.9					30.4								63.0		
			23.0			1.9		1.3		34.7				7.1		1.7		6.9				18.8		100.0				
														0.9														
0 50.0					4.7	95.3		27.0 73.0	5.8 94.2	25.0 75.0	45.6 54.4	11.0 89.0	6.9 93.1	69.6 30.4												81.5 18.5		
100	100	100	100	100	100		100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
12	39	6	13	31	108		78	52	12	112	118	29	46								16		9		27			
1.2	4.0	0.6	1.3	3.1	10.9		7.9	5.3	1.2	11.2	11.8	2.9	4.7								1.6		1.0		2.7			

T

VI. WORKER INSTRUCTIONS

This scale concerns the extent to which a task permits or requires judgment in its carrying out. The scale contains eight items.

ADMINISTRATION

BIBLIOGRAPHY

	Director & Associate	Adm. Adm. Clerk	Sqy. Clerk	Collect. Develop.	Budget	Planning	Personnel	Public Relations	Systems Programmer	Department Heads	Copy Center	Mail Room	
	P	NP	P	P	NP	P	NP	P	NP	P	NP	NP	P
1. Inputs, outputs, equipment & procedures specified		18.2			2.9	2.1	2.0		12.8	8.3		50.0	69.2
2. Inputs, outputs, etc. all specified, but worker has some leeway		55.6			22.9	6.3	16.0		23.1		7.7	33.3	30.8
3. Inputs and outputs specified; worker has considerable freedom as to procedures, timing, tools and equipment		15.9			2.9	2.1	2.0	6.0	5.1				
4. Service specified in assignment--memo, manual, request. Worker must work out own ways of getting task done	3.8	11.3			11.3	2.1	6.3	6.0	12.0	2.6	15.4	8.3	17.9
5. Same as 04, but worker also expected to know and employ theory; understands why and wherefore of various options	9.4				11.3	2.9	8.3	8.3	8.0	4.0	5.1	10.3	16.7
6. Worker investigates services needed & evaluates them with regard to performance characteristics and input demands	17.0			61.5	8.6	2.9	20.8	4.2	32.0	2.0	12.8	5.1	8.3
7. In order to define problem, worker must consult unspecified sources of information; devise investigations, surveys, or data, etc.	35.8			21.1	5.7	16.6	2.1	10.0		7.7		16.7	15.4
8. Information and/or direction comes to worker in terms of needs; worker must call for staff recommendations and reports concerning methods; coordinates organizational or technical data	34.0			15.4	28.6	18.7	2.1						2.6
9. Other													
Sub-total (%)				54.2	45.8	66.5	33.5	58.0	42.0	28.2	71.8	50.0	50.0
Total (%)	100	100	100	100	100	100	100	100	100	100	100	100	100
No. of Tasks	53	44	13	35	48	50	39	12	39	6	13	31	31
% of Total Tasks	5.4	4.5	1.3	3.5	4.9	5.0	4.0	1.2	4.0	0.6	1.3	3.1	3.1

DIRECTOR AND ASSOCIATE DIRECTOR

Job Summary: The tasks grouped together here are normally performed on the senior administrative level. They involve shaping and defining the library's goals and objectives, approving and implementing the programs to reach them, employing and guiding the library's senior staff, representing the library in the academic community, and coordinating its goals with the objectives formulated by the institution's trustees, administrators, and faculty members.

Qualifications: The training time scales indicate that minimum qualifications are an MLS plus three years of experience, or some combination of a second masters' and some experience, or a doctorate. Must be skilled in analyzing data, coordinating and planning programs, and consulting and interacting with people. Must be able to solve a variety of managerial problems and have the ability to write and speak well in representing the library.

Comments: Depending upon the size and complexity of the library, the tasks clustered here can be performed by a single person or divided between a director, an associate and several assistants. These tasks represent only those of a general administrative nature which are not directed toward a specific function such as planning, budgeting, etc. Since many medium and large academic libraries hire specialists to handle such duties they have each been grouped as a separate function.

The first seven tasks (listed on p.43) are so broad and far-reaching in their impact upon the library's functioning that decisions in this area require the participation and involvement of the entire professional staff for the most effective implementation. Tasks 0673 and 0403 would seem to require more education and experience than that assigned by SERD given the long term effects they are likely to have on the library's program.

Several curious scalings come to light when the tasks are placed in certain juxtapositions. For example tasks 1485, 1360 and 1067 on page _____ describe very similar processes; it seems unlikely that the librarian would use less logical thinking to deal with deans and department heads than with university trustees or that he would need to exercise much more judgement in meeting with trustees than in meeting with the university president and faculty members. Therefore the training time scales were upgraded to reflect the same level of expertise for all three duties. Six other tasks were scaled upward since, in the opinion

of the consultant, a director requires a background of several years of increasingly responsible administrative experience in libraries in order to make well-informed judgements in those areas.

The only tasks that seemed seriously under-scaled were 0660 (p. 48) and 0443 (p. 49). In the former case, the library should be represented in faculty and departmental meetings only by professional librarians who may be expected to possess a broad overview of the library and its place in the total college or university. In the latter case, the scaling leads one to wonder on what basis a person with two to three years of college is considered competent to examine, evaluate, and improve the branch library service that is presumably directed by a professional librarian. Frequently branch librarians report to the Associate Director in academic libraries and the task has therefore been grouped with these administrative duties.

It is impossible to stipulate an exact number of years of experience since every situation varies. The smaller college library with only a few professionals may find that a highly competent director with only two or three years professional experience exactly suits its needs; while a large university library may well require a mid-career librarian with fifteen or twenty years experience in a variety of library positions who is thoroughly familiar with professional associations, foundations, state and federal legislation relating to libraries, and who has produced some scholarly work to be the sort of director their large and complex institution requires.

ADMINISTRATIVE SECRETARY AND CLERK

Job Summary: The tasks in this group are general administrative functions of a secretarial or clerical nature since those directly in support of personnel, budget, etc. have been separated. The secretarial position includes serving as confidential secretary to the director, taking dictation, typing, and proofreading general and confidential correspondence, manuscripts, reports, memoranda, etc.; scheduling appointments, screening telephone calls, maintaining the central files for the administrative office, and scheduling and supervising part time clerical staff. The clerical position includes ordering all of the library's supplies, maintaining equipment inventories and requisition files, typing of varying complexities--forms, reports, multilith masters and mimeograph stencils, etc.

Qualifications: The training time scales indicate that minimum qualifications for the secretarial position are a high school diploma or two or three years of

high school plus two or three years of experience. Must be able to organize and plan, take instruction well and exchange information. Must be able to deal with a variety of problems, to write in correct format regarding punctuation, spelling and grammar. Must take dictation and type well. The clerical position requires one or two years of high school for the performance of most duties according to the SERD scales. Must be able to type, to transcribe information accurately, to compile inventory and supply data, take instruction well, perform elementary arithmetic operations accurately, and spell and punctuate correctly.

Comments: The educational level on both jobs seems very low. Both positions require a high school background plus some years of responsible experience. The secretary might well have additional business school courses or some college courses since she will be dealing daily with highly educated library visitors--faculty, university administrators, professional librarians. She will need a good deal of tact, maturity, and poise to sooth the ruffled feathers of those top level complainants (see Director, task 0078, p.45) who will come into contact with her before they reach the director.

The administrative clerk is a senior clerical position of some complexity in a medium to large library. Keeping track of the status of tens of thousands of dollars worth of supply and equipment orders, identifying and corresponding with suppliers, following up orders, clearing invoices for payment, maintaining a variety of files and inventories, handling service calls on all equipment, and providing library staff with prompt and pleasant responses to their requests for information or service requires a person with the ability to organize and control a large amount of detail and a pleasant tact when dealing with university departments outside the library (purchasing accounts payable, etc.) and with library staff.

ASSISTANT DIRECTOR FOR COLLECTION DEVELOPMENT

Job Summary: In recent years there has been a trend toward creation of a new post on the senior administrative level to handle these functions in medium and large academic libraries. The duties involve coordination of the entire acquisition program with the objectives and goals of the university, taking into consideration the establishment of new academic programs and the elimination of others, and developing open channels of communication between faculty and library.

Qualifications: According to the training time scales minimum qualifications are a Ph.D. or an MLS plus a subject masters and some experience. Must be skilled in analyzing and synthesizing data, in planning long-range programs, and in coordinating them. Must be able to persuade, consult and negotiate with faculty, university officials and book dealers. Must be able to solve a variety of complex problems, to write reports, make presentations, and to exercise considerable judgment in a variety of situations.

Comments: In a small library, these tasks will be divided between the director and the person in charge of acquisitions. Larger libraries are developing separate positions for highly skilled administrators, often with advanced degrees in subject areas and extensive bibliographic experience. In some institutions the job is primarily a staff function with line authority extending only to the bibliographer. In others it is a line function including responsibility for searching and ordering materials.

Task 1136 is not usually performed by library staff. Since the Internal Revenue Service decided that appraising books being given to the library is a conflict of interest, most librarians have avoided the matter. When the library wishes to dispose of duplicate or out of scope materials, it usually employs an independent antiquarian book dealer to appraise the material.

PLANNING AND BUDGET OFFICER

Job Summary: In recent years, there has been a trend in large academic libraries toward clustering the tasks in these two areas and creating a senior staff position that reports directly to the director or associate director. The duties include long range planning for budget, staff, space, equipment, and furnishing needs in support of the programs developed by the director, his associate, and assistants. In addition there is considerable emphasis on the development of means to accurately evaluate the progress of the library such as gathering statistical data and other managerial information. Finally the duties generally include control of budgetary expenditures, space allocation, maintenance contracts, etc. in consultation with the director or his associate.

Qualifications: The SERD scales indicate that minimum qualifications are an MLS plus two years experience, or a combination of two masters' plus some experience, or a doctorate. Must be skilled in organizing and analyzing data and in planning and coordinating solutions to problems. Must be able to supervise, consult and negotiate with both library staff members and university officials.

Must have highly developed reasoning skills capable of varied problem solving. Must be able to manipulate and comprehend relatively complex mathematical concepts. Must be able to write clear, concise reports evaluating and explaining statistical data, and have the ability to define unclear problems and devise creative solutions.

Comments: In a small library these tasks may all be performed by the director or by the director and his assistant. In either case two or three years of previous administrative experience seems necessary to provide adequate breadth of judgement. A second masters' degree or even graduate work in management, or administration such as: operations methods, accounting and information systems, organization behavior or quantitative measures would be very helpful.

Several tasks were rescaled since they seemed to demand professional level judgement. Task 0554 ought to be professional since only the director or his planning officer would have knowledge of the data that ought to be collected and in what format both to answer questionnaires and to provide them with evaluative management data. 0199 is a badly written task statement; schedules is non-professional, assigns priorities is professional. 0176 is a professional task the first time; thereafter it can be a clerical routine if there are no changes in the basic agreement. 0722 is somewhat obscure, but assuming that non-material means in this case not a book, film, record, etc. but equipment or furnishings, it falls into the same category as 0519. There is no reason to discriminate on the basis of the fact that the request originated in a branch rather than the main library. 0998 is a part of the total planning function--in the academic library these recommendations are often made to the legal department which coordinates the insurance for the entire institution. 1055 falls into the same category as 0554--the planning officer should approve such changes to ascertain that he will still be receiving the managerial information he needs in the most useful format.

PLANNING AND BUDGET TECHNICAL ASSISTANT

Job Summary: The tasks grouped together here involve considerable administrative detail. While not professional in nature, they require considerable judgement and maturity combined with some administrative skill. They represent a senior technical assistant position. The tasks involve coordination of projects planned by the Planning and Budget Officer, liaison with the maintenance staff, detailed and accurate record keeping, provision of information to both

library staff and university departments, supervision of some clerical staff, collection of statistical information, and manipulation of data for budgetary and statistical purposes.

Qualifications: The training time scales indicate that many of these tasks require two years of post high school training or a high school diploma plus some experience. Must be able to compute and to analyze data; plan solutions to practical problems and to coordinate them. Must be skilled in exchanging information and giving some instruction. Must be able to organize files and retrieve information quickly; to translate statistical data to graphic and tabular form; to write grammatically correct short reports, and to use own judgement in working out practical problems.

Comments: This sort of position requires two years of college, or an A.A. degree in some business related field, or a high school diploma and extensive and responsible administrative assistant experience. Many of the tasks seem to be scaled too low. Large academic libraries are very complex institutions and the interrelationships between the university and the library, or between the various departments and branches of the library are difficult to maintain. The person in this position will be required to exercise both tact and discretion constantly.

Medium and large academic libraries may well have annual budgets of more than two million dollars. Keeping chronological accounts of expenditures amid the multiplicity of accounts is a fairly complex task; therefore, tasks 0277 and 0791 have been scaled upward to require a high school diploma. Task 0061 was added to this section because no comparable task could be found for academic libraries. Regarding task 0564, all questionnaires should be approved by a senior professional before they are sent out although the simpler and more routine ones can be answered by a technical assistant.

PERSONNEL OFFICER

Job Summary: The tasks clustered in this area relate to a middle-management position recruiting, interviewing, and evaluating professional and non-professional staff. Duties include both managing a personnel program (evaluating and updating a position classification program, developing job descriptions, overseeing the revision and distribution of a staff manual and employee regulations), and designing, developing and conducting staff development programs. This last is a highly specialized function requiring a special background. The person holding

this position can be either a professional librarian or a specialist.

Qualifications: The training time scales indicate that the position requires an MLS or a masters' in personnel administration. Must have the ability to analyze, organize, coordinate and plan personnel program; to counsel, and supervise staff, and to negotiate with both the university or college and the library staff. Must be able to define problems, establish facts, and draw valid conclusions. Must be able to write reports, manuals, staff announcements, etc.

Comments: In smaller libraries these duties can be performed by the director, his assistant director, or the administrative assistant. Continuing education programs require additional background on the part of the personnel officer-- either additional degrees or attendance at workshops, seminars, etc.

Of the tasks that were rescaled in this area, most of them could be performed by a technical assistant as long as the results are evaluated and approved by the personnel officer before they are released for publication. Only task 0288 seems highly questionable. On what basis are the evaluations being approved or disapproved? That is not explained. Further, why would a non-professional have the power to disapprove the evaluations of a supervising professional? The task should be upgraded, rewritten or eliminated.

PERSONNEL TECHNICAL ASSISTANT AND CLERK

Job Summary: The tasks grouped on the technical assistant level involve interviewing, (clerical and student assistant applicants), orienting new employees, and creating and maintaining confidential data. The clerical tasks are all routine record keeping functions involving time and leave data, maintaining files, routine typing, etc. In most libraries the same person would be likely to perform all of these duties since even a large staff would not provide enough of this kind of work to justify two full time positions.

Qualifications: The technical assistant level tasks require two years of post high school training--some college with psychology courses; an A.A. degree in personnel or other related fields. The clerical position requires a high school diploma, ability to type, file, and compute simple problems. The T.A. must be able to compile data from the files and analyze it; to supervise; to solve practical problems and to interview.

Comments: There are a number of tasks that seem to be underscaled here. Tasks 0165 and 1298 require knowledge of the demands of various jobs and ability to

assess capabilities of persons being considered for them. This requires a higher level of education than a high school diploma. Task 1275 is badly written-- what does it mean exactly? There is a considerable difference between telephoning an applicant to tell him that he did or did not get the job and actually making that decision. The task is listed here on the assumption that it refers only to non-professional staff since a T.A. does not have the background necessary to evaluate professional expertise.

On the clerical level most tasks were scaled upward because they involve figuring employee debit time or handling confidential records. It is important to have a person with considerable maturity, ability to compute accurately, and to maintain fairly complex records.

PUBLIC RELATIONS SPECIALIST

Job Summary: These tasks involve coordinating production of the library's publications, from selecting articles to supervising the print shop; and administering other aspects of the library's contacts outside the academic community. Very few academic libraries would have such a full time position. Most often these duties would be handled through the director, or his associate or one of the assistants.

Qualifications: Masters' degree in journalism, public relations, etc. Must be able to analyze data, plan programs, and coordinate results; to supervise print shop operation; to define and solve problems; to exercise good judgement in difficult situations, and to write well measured by standards of publication.

Comments: These functions are minimal in many academic libraries; only a few have friends of the library organizations. There is some question about task 1470--first, it was scaled upward to the professional level because this person is editing articles for professional journals and would not have the technical expertise to criticize the subject matter without a professional background. Second, is this a form of censorship? Why do staff members have to submit proposed publications to this person for editing? Since the task cites both "media" and "journals" as the places where the articles will be submitted, it does not seem to be editing for the library's own publications.

PUBLIC RELATIONS TECHNICAL ASSISTANT AND CLERK

Job Summary: The tasks clustered on the T.A. level involve writing newsletters, gathering materials for public relations reports, and editing materials for library

publications. The clerical level tasks are in two categories--office duties and print-shop duties. The office duties involve routine typing, proofreading, maintaining scrapbook, etc. The print-shop duties include operating various machines--multilith, mimeograph, stapler, collator, folding machine, etc., performing minor maintenance and supervising other staff.

Qualifications: The T.A. position requires two years of college or an A.A. degree, the ability to write well, to compile and coordinate newsletters, and to converse with people to obtain and clarify information. The clerical duties are so few that they would probably be performed by the same person and they require lesser degrees of the same skill. The print shop cluster of duties requires three years of high school; sufficient mechanical ability to operate machinery, ability to take instructions, and two or three years of experience if supervisory functions are a part of the job.

Comments: These tasks seem to be scaled accurately for the most part. Most academic libraries will not have positions devoted solely to public relations--these functions will be part of the duties of other administrative staff.

SYSTEMS ANALYST AND PROGRAMMER

Job Summary: These duties involve analyzing the library's operations, planning the conversion of manual to machine oriented systems, and preparing the staff to work with the new systems.

Qualifications: A masters' degree in operations research. Must be able to analyze data, organize systems and plan conversion programs; must be able to exchange information and consult with staff; must be able to solve varied problems; to comprehend highly specialized math, to write short reports, to exercise considerable judgement in formulating and solving problems.

Comments: This position is generally a staff position attached to administration since the analyst will consider all of the library's operations. There are several tasks here that are scaled for less than a college degree; these have been moved upward. The programmer is rarely attached to the library. They generally work in the college or university computing center and are assigned to the library's programs on a part time basis.

DEPARTMENT HEADS

Job Summary: This cluster of tasks includes those duties performed by most branch library and department heads. They involve working with faculty in plan-

ning library programs and priorities, adjusting user complaints, interviewing, hiring and evaluating professional and clerical staff, collecting statistics, writing annual reports, etc.

Qualifications: MLS plus several years library experience. Must be able to analyze data, to plan and coordinate programs, to supervise staff, to consult and interact with faculty, to solve practical problems, to write reports, memoranda, etc., to exercise mature judgement in defining complex problems, and coordinating organizational and technical data in devising creative solutions.

Comments: These middle management positions are extremely important to the functioning of the library. Many have been scaled too low and were therefore upgraded. A high school graduate should not be planning major renovations in a materials center (see 1411) nor should a non-professional be assigning priorities to the professional staff (see 1433). Only a professional librarian should be making public presentations about the services and programs of the library (see 0945 and 0887). Only the professional ought to be evaluating all of his staff members on an annual basis--surely a non-professional ought not to be doing this for professionals. Task 1409 is puzzling--what is an "informal" evaluation, to whom is it given, and for what reason? Many of the tasks in this area could be improved by rewriting so as to make the exact meaning clearer.

COPY CENTER CLERK

Job Summary: This classification assumes the existence in one location of the duplicating equipment used by the library in support of administrative clerical and interlibrary loan functions. It would include photo copiers, mimeographs and dittos. The copy center clerk is responsible for the operation and maintenance of the equipment in this area, and may supervise full or part-time clerical help or student assistants depending upon the size of the operation.

Qualifications: At least two years of high school are required for most tasks in this area. If supervisory duties are assigned to this person, he should have a high school diploma according to the training time scale.

Comments: These tasks seem to be accurately scaled, though some additional tasks could be added; i.e., operates mimeograph, operates ditto, orders supplies for copy center, maintains records of work performed, etc.

MAIL ROOM CLERK

Job Summary: The duties clustered in this group include simple routines

for the pick-up, packaging, delivery and receipt of mail, books, and AV materials and equipment.

Qualifications: According to the SERD training time scale two years of high school is sufficient for the performance of these tasks. The clerk must be able to learn and follow established routines, to handle moderate weight, to compute postage, to take instructions, to operate simple machines such as a postage meter and to drive a van.

Comments: Although there is little to disagree with in the scaling of the tanks listed (with the possible exception of 0614--why is it necessary to stamp mail with a date due stamp?) there are many that could be added. A large academic library with several branches on the same campus or different campuses is likely to deliver both mail and books to each daily. This may require a full time staff of several delivery clerks supervised by the head of the mail room. A large library may have twenty or thirty departments and a large staff of administrators and bibliographers in separate offices. Sorting the mail--much of it coming from foreign countries and requiring the attention of a specific bibliographer, much of it serials in foreign languages--is likely to be a fairly complex task. It is not unusual for a large library to receive fifteen mail sacks from the post office on a daily basis. If the operation is on such a large scale, it requires a chief clerk with at least a high school diploma and several years experience plus the ability to organize and coordinate the deliveries between several branches and sufficient supervisory skill to direct two to six full time mail clerks.

BIBLIOGRAPHERS

Job Summary: These tasks encompass all the aspects of developing and maintaining the library's collections including selection of material in line with the library's policy and in support of the college or university's programs of teaching and research and withdrawal of obsolete or damaged materials. They coordinate the acquisition of materials, balancing the tendencies of departments to over or under order books in their fields.

Qualifications: According to SERD scales satisfactory performance of these duties requires an MLS. More than 60% of the duties of the bibliographers involve planning. They must be able to exchange information, to formulate policies and programs, to deal with variety of abstract and concrete variables; they must have considerable education and linguistic experience and be able to devise

surveys and data analysis studies to solve problems.

Comments: These tasks seem to be decidedly underscaled for an academic library. Only five of the thirty-one tasks are ranked higher than 7 (which means a masters' degree or a bachelors' and some experience). With the trends toward greater and greater specialization extensive subject knowledge is often the pre-requisite of a bibliographer's job. Bibliographers may well spend a hundred thousand dollars in a large academic library during the course of the fiscal year. They have to be aware of the ramifications of these expenditures upon the student body and the faculty. Considerable expertise and experience is essential. In some libraries the order librarians may also have these responsibilities--along with the entire staff. In larger libraries, the last ten years have shown marked development of a bibliographic staff to select. Order librarians continue to deal with the book trade and administer the large clerical staff. Task 1531 is badly written. It combines a clerical task with a professional decision--a clerk should search the title, a bibliographer should decide on the purchase. Task 1495 is not a technical assistant decision--in most academic library approval of discards and permanent withdrawals depends upon the value of the book to the total collection, the possibility of replacing it, etc. This is not within the competence of a technical assistant.

ORDER/SEARCH/SERIALS LIBRARIAN

Job Summary: None of the tasks listed here include the usual administrative duties of the department head which take up a great deal of time. This task cluster relates only to the professional non-administrative duties that occur in these areas. These tasks involve negotiating acquisitions with vendors, evaluating library acquisition procedures, managing the search procedure and managing serials procedures.

Qualifications: MLS plus 3 years experience in the case of the order librarian. Must be able to analyze data; to supervise a large staff; to collect data, establish facts, and draw valid conclusions; to write reports and manuals; to investigate services needed, evaluate them according to performance characteristics, and apply creative judgement in decision making.

Comments: There seems to be a remarkable lack of duties for these professionals. Very possibly separating the department head and bibliographic duties into other task clusters has reduced the number of tasks in this area markedly.

There is little question about most of the order tasks. 1195 was upgraded since the approval for expenditures of book funds must come from a professional librarian in most instances. All of the search tasks were graded too low. In general, a clerk with a high school background is not competent to determine verification sources in an academic library where there is a heavy load of foreign language and out-of-print searching to be done. Assuming that all of the technical and clerical personnel have been trained in search techniques, a clerk would only be instructed when the usual routines failed; this would usually be a difficult problem for the professional to solve.

ACCOUNTING CLERK

Job Summary: The tasks clustered here describe specialized clerical work involving the application of basic bookkeeping principles and practices in the maintenance of financial records. They include: checking invoices, paying them, assigning account numbers, maintaining running balances in the accounts, preparing monthly budget statements, etc.

Qualifications: Graduation from high school plus business school or college courses in accounting, bookkeeping and related clerical work, plus two or three years experience in bookkeeping or related work. Must be able to make and verify arithmetic computations with speed and accuracy; skill in the operation of calculating, adding and accounting machines.

Comments: In general, the SERD evaluation seems accurate. One might feel that a high school diploma is advisable for someone converting foreign currencies, particularly if the invoices are in languages other than English.

ORDER/SEARCH/SERIALS ASSISTANT

Job Summary: These tasks involve a considerable amount of library skill and are directly supportive of professional duties. They include handling complex book orders with foreign jobbers, o.p. materials, etc.; verifying and searching orders, following up on incorrect orders, etc.

Qualifications: Two years of college or an A.A. degree. Must be able to copy and compare accurately including foreign languages; to compile reports and analyze data; must have ability to supervise clerical staff; to file and retrieve information; to solve practical problems with a variety of concrete variables; to write letters and short reports; able to solve problems within procedural framework of library.

Comments: Many tasks in this area are under-scaled. Bibliographic searching in an academic library is a complex skill requiring considerable technical expertise and familiarity with foreign languages. Large libraries may have five or six million cards in the card catalog. It would not be unusual to have cards printed in twenty languages and several alphabets. Searching this sort of catalog is a difficult and complex task. Learning to use the national bibliographies also involves considerable intellectual sophistication. The order routines require understanding of the order operation, the book trade and clerical skills. Errors in this area are expensive since they are not caught--if at all--until the books come in. The serials tasks require a knowledge of serial peculiarities and library procedures.

Task 0224 is a puzzling one. On what basis are slips evaluated? In an academic library this can only be done by a professional--an LTA could not week out orders of faculty or professional staff. Task 0710 is not clear either. A credit slip should come from the company extending the credit, not the library.

ORDER/SEARCH/SERIALS CLERK

Job Summary: The senior clerical tasks are the more difficult clerical and typing duties requiring some familiarity with languages, with serial peculiarities, with common bibliographic tools, and with complex library records. The junior clerical tasks are primarily less difficult clerical and typing tasks with little or no language demands, filing by numbers, etc.

Qualifications: High school diploma for the senior clerk; two years or high school for the junior clerical positions. Must be able to compare and copy and "match" foreign language items accurately to compile order lists; to take instruction and exchange information, to carry out detailed instructions; to choose the proper procedures to follow.

Comments: Task 0249 is terribly under-rated. Collation of back orders of serials, for example, is a painstaking task requiring considerable knowledge and techniques. There are also foreign language o.p. items that must be matched to the booksellers lists. Someone who has less than first grade cannot read well enough to do this! Task 1396 combines both clerical and professional duties and raises questions--who or what is "classification"? Task 0178 is not sufficiently explicit--from what to what? Task 0608 does not take into account the complexity of checking in, perhaps 6000 titles in an academic library. The serials clerk must be aware of constantly changing titles and must be able to

identify foreign journals. Task 1472 is a needless one--it can be eliminated by using pre-numbered order forms. Some of the tasks that are ranked very low are simple tasks, but it is not feasible to have a different person perform them because the task is one of a sequence whose other elements are more difficult. Task 0499 is a case in point. If this task is performed after the books are checked against the invoice and accepted then the same person should do it.

CATALOGER

Job Summary: This cluster of tasks includes developing classification policies for the library, cataloging and classifying books and other materials in all languages by a classification system (Dewey, L.C., etc.); determining subject headings, cross references, material for authority files; trains technical assistants in catalog routines; and supervises T.A. and clerical staff.

Qualifications: MLS. Must be able to analyze data; to apply procedures for the storage and retrieval of information; to interpret extensive technical instructions and to deal with abstract and concrete variables; to apply theory to the solution of problems; read some foreign languages.

Comments: Catalog tasks are ranged very low. Apparently, in the opinion of SERD, most cataloging tasks can be performed by persons with only 2-3 years of college. Not one cataloging task scored 10 on the Worker Functions: Data scale--that is synthesizing. Not one scored 6 in Reasoning. Not one scored 8 in Worker Instructions. Somehow the whole intellectual content of cataloging escaped identification. It seems to be regarded as a routine application of well defined rules to the same situations over and over.

Task 1060 is badly written. It combines professional and non-professional functions: the person who catalogs should be a professional; no professional should ever waste his time processing. Tasks 1585 and 0096 are terribly under-ranked. In the case of 0096 a clerk may perform the physical actions involved but he should be following decisions reached by a professional.

CATALOG ASSISTANT

Job Summary: These duties encompass complex catalog routines that do not require professional decision making such as descriptive cataloging, book-in-hand searches, researching authority file information; cataloging books with cards according to well defined routines, proofreading catalog cards, etc.

Qualifications: Two years of college or an A.A. degree. Must be able to examine and evaluate data; to gather and classify information about authors, books, etc; to supervise clerical staff; to clarify and work out details according to established procedures; to interpret a variety of written instructions; to read and comprehend a variety of manuals, thesauruses, encyclopedias, etc.; and read some foreign languages.

Comments: Task 0835 is particularly frustrating--apparently one needs 2-3 years of college to order supplies but only 3-4 years of high school to classify books (see 0541). This level suffers from the same general tendency to underrate the difficulty involved in the work as the professional level.

CATALOG CLERK

Job Summary: Performs routine clerical and typing tasks involving filing, operating computer terminals, typing letters and catalog cards, cutting paper and card stock, etc.

Qualifications: Senior Clerk: High school diploma. Junior Clerk: 2 years of high school. Both positions require the ability to type and file. Must be able to copy and compare information accurately; take instruction well; operate paper cutter, keypunch, computer terminal; able to carry out detailed but routine instructions; and able to learn to use card catalog and selected reference works.

Comments: Tasks 1132 and 0497 are duties that only L.C. should be undertaking unless there is a special situation with a local author. Most of these tasks seem to be scaled in the proper range.

BINDERY LIBRARIAN

Job Summary: Tasks include the usual administrative tasks listed under department head as well as those specifically listed here. The Bindery librarian is responsible for establishing processing and binding policies, for organizing the work flow, supervising and assigning work to the staff; assigning priorities; negotiating with the vendors; etc.

Qualifications: MLS plus 2 years of library experience. Must be able to project future needs; to supervise a large staff; to define problems, collect data; establish facts and draw conclusions; to write reports, manuals, memoranda; and to coordinate staff recommendations and professional data in resolving problems.

Comments: Task 1287 seems seriously underrated for an academic library that may well be binding thousands of volumes every year. It was raised to same level as processing policies.

BINDERY ASSISTANT AND CLERK

Job Summary: The technical assistant tasks are fairly complex routines that require knowledge of complex files and procedures. The senior clerical tasks require accuracy in typing pockets, cards, computer tapes etc. or checking returned bindery materials, typed cards, pockets, etc. The junior clerical tasks involve gluing, pasting, or otherwise affixing labels and book pockets, reinforcing and mending books, pamphlets, AV storage boxes, record cases, etc; and processing books and AV materials.

Qualifications: Two years college or A.A. degree in library techniques for T.A.; high school diploma for senior clerk; two years high school for junior clerk. Must be able to copy and compare accurately; to compute cost of binding; to take instruction and to work out details of problems within established procedures; to perform simple adjustments and repairs on equipment; to prepare equipment for operation; to follow detailed instructions; and to read simple instructions.

Comments: The T.A. and clerical tasks are somewhat underrated for academic libraries. These employees must be able to "copy" and "match" foreign languages on book pockets, cards, binding orders, etc. They must be able to keep very complex records on the thousands of items that a large library sends to the bindery every year. The junior clerical level seems adequately scaled.

PATRONS' SERVICES LIBRARIAN, ASSISTANT

Job Summary: These tasks should be performed on the senior administrative level. Large libraries will have an assistant director for public services who will plan, initiate, coordinate and supervise all of the public services for the library in support of the programs of the college or university to meet the needs of faculty and students. The assistant coordinates the library's physical facilities and forms a liaison with outside groups of faculty and students who wish to use them.

Qualifications: MLS plus several years experience in public services. Must be able to analyze needs of campus and plan programs to meet these needs; to

negotiate with campus representatives; to supervise staff; to collect data, establish facts and draw conclusions; to speak effectively and persuasively with faculty and students; and to explore, delineate and solve undefinable problems. The T.A. requires two years of college or an A.A. plus some library experience. Must be able to coordinate use of library facilities by many groups; to resolve problems growing out of administration of existing policies; to solve practical problems where little standardized action exists; and to speak extemporaneously on a variety of subjects.

Comments: These functions are very important in academic libraries since they can do much to improve relations between the library and its public. It should be emphasized that formulating public services policies is a senior administrative function. In smaller libraries it will usually be done by the director or his assistant.

AUDIO VISUAL LIBRARIAN

Job Summary: This task cluster contains an extensive list of duties relating to managing an active, curriculum-related audio visual program. Duties include administration of program and staff, relationship with faculty and students, "consultant" services to faculty, and counseling students.

Qualifications: MLS plus experience in AV section of library. Must be able to analyze need, plan programs and coordinate them with curriculum; to supervise staff, consult with faculty, negotiate with administration, counsel students; able to prepare and set up AV equipment; to define and solve complex problems; to write reports, speeches; to speak publically on AV program; and to gather data through surveys and utilize it to solve problems.

Comments: Most tasks seem adequately clearly written and scaled fairly. Task 0172 is overscaled. This is not a professional job--could probably be handled by a high school graduate with technical training in AV equipment.

AUDIO VISUAL TECHNICIAN AND CLERK

Job Summary: The T.A. tasks include reviewing, testing, and recommending new AV equipment; preparing catalogs of available equipment; training students to maintain and operate equipment; producing annotated lists of films; recommending proper equipment for student use, etc. The clerical tasks include inventorying equipment regularly; teaching students to use equipment; performing clerical tasks for faculty; scheduling computer access; demonstrating equipment;

other routine filing and typing duties as assigned.

Qualifications: T.A.: 2 years post high school training preferably in mechanical area; senior clerk: a high school diploma; junior clerk: 2 years of high school. Must be able to read and follow moderately complex instructions; to compare and translate test scores; to compile lists; to consult and interact with students and faculty; to operate machinery and perform minor repairs; to solve concrete practical problems; and to write brief reports and speak before small groups.

Comments: These tasks seem fairly accurately scaled.

CIRCULATION LIBRARIAN

Job Summary: This level includes the tasks listed under Department Heads in addition to these specifically circulation functions of organizing circulation statistics; designing and developing procedures for transfer of materials between branches; handles sensitive problems with faculty and students; organizes and establishes fine system, filing policies, etc.; discards damaged books; and conducts inventories.

Qualifications: MLS plus experience in library. Must be able to analyze, organize, coordinate, and plan; to supervise a large staff; to operate and set up circulation equipment; to collect data, establish facts, draw conclusions, interpret results; to write reports and statistical analyses; to write public announcements; and evaluate procedures and set up standards for them.

Comments: These tasks seem terribly underrated for an academic library. Many academic libraries now have fairly complex computer based circulation systems which require sophisticated management. Task 1355--conducts inventories is scaled for an educational level of 1 or 2 years of high school--what would a high school sophomore know about conducting an inventory of a million or even a half a million volumes? Many touchy public relations matters have been assigned a non-professional educational rank here. They are at a decided disadvantage in dealing with faculty and graduate students.

CIRCULATION ASSISTANT

Job Summary: These tasks involve scheduling and supervising clerical assistants at the circulation desk; supervising registration and fine sub-routines;

handles locates; identifies damaged materials; supervises stack assistants; and selects books for display according to various criteria.

Qualifications: Two years of college or A.A. degree. Must be able to analyze problems; to coordinate staff; to supervise staff; to set up and operate circulation equipment; to solve practical problems with few standardized procedures; to compute fines; to write short reports and memos; and to evaluate staff performance.

Comments: These tasks seem underrated as did the professional ones. Information desk duty often includes helping patrons to use the card catalog--this needs more than 2 years of high school. Most of these tasks involve considerable knowledge of library routines and policies and should not be left to persons who have not completed high school.

CIRCULATION CLERK

Job Summary: The tasks on this level include simple clerical routines involved in circulation, reserve books, overdues, locates, statistics, marking shelves, shelving, and paging.

Qualifications: High school diploma for senior clerk; 2 years high school for junior clerk. Must be able to compute fines; to copy and compare accurately; to take instruction well; to operate circulation equipment; to follow simple but detailed written instructions; and to solve simple problems following library procedures.

Comments: There are a large number of tasks that require very little educational background in circulation. This area lends itself to attempts to utilize those with a lower educational level.

INTERLIBRARY LOAN LIBRARIAN

Job Summary: Tasks in this cluster involve the normal department head duties plus approving or disapproving requests for service.

Qualifications: MLS. Must be able to analyze data; to take instruction and to exchange information; to collect data, establish facts, and draw valid conclusions; to write reports, announcements, memoranda; able to work out procedures and set up standard for others to follow.

Comments: Very few professional tasks have been identified in this area, and they seem to be terribly underscaled. The interlibrary loan service can be one of the important contacts between faculty and library. A large academic

library may have 12,000-18,000 ILL transactions in a year. It may lend books, tapes, microfilm, microfiche, records, etc. The professional trains the clerical staff in bibliographic searching--use of a complex card catalog, union lists, national bibliographies, etc.

INTERLIBRARY LOAN ASSISTANT AND CLERK

Job Summary: The T.A. tasks on this level include: sorting interlibrary loan requests and assigning them to staff on the basis of learned routines; conducting more complex searches, and approving the sending of materials. The clerk processes applications, maintains files, operates TWX, sends form letters, photocopies materials, etc.

Qualifications: Two years college or A.A. for the T.A.; high school diploma for the senior clerk; two years high school for the junior clerk. Must be able to copy and code, compare, translate, compile, analyze and organize information. Must be able to take instruction, exchange information, persuade patrons, and supervise staff; must be able to type, operate TWX, to store and retrieve information; must be able to follow detailed written instructions and to apply procedures in the solution of problems.

Comments: Tasks 1254 and 0294 on the T.A. level were upgraded to reflect the supervisory nature of the former and the problems that could be involved in the latter, i.e. instead of a simple search, it could require use of such items as Wings' Short Title Catalog and would have to be searched by someone skilled in bibliographic routines. Task 0807 looks extremely simple; suppose the request involves an o.p. journal in a foreign language? It can be devilishly difficult to find. On the clerical level, there are few questions about the adequacy of the ratings. However there seems to be a number of tasks being performed that don't need to be; i.e. 0840 (one part of standard interlibrary loan form can be sent), 1331 (fill in standard interlibrary loan form), 0258 (standard interlibrary loan form), 1352 (standard interlibrary loan form). Task 1227 could only be performed in a very small operation--it is easier to file one copy of the interlibrary loan form by date due.

REFERENCE LIBRARIAN

Job Summary: These duties include developing a reference program to meet the needs of faculty and students; selecting reference materials; advising grad-

uate and undergraduate students in bibliography; developing and conducting training programs for non-professionals; visits classes and discusses class-related bibliographic tools; provides reference assistance both in person and over the phone to library patrons.

Qualifications: M.L.S. Must be able to analyze, organize, plan and coordinate services; to consult with other professionals; to advise on and guide the development of bibliographic skills of graduate students; to comprehend and relate abstract concepts and principles; able to read and comprehend a variety of difficult and abstract forms; foreign language competence; able to delineate undefinable problems and devise investigations for their solution.

Comments: Reference work scored fairly high in most of the scales. There are a few tasks that seem questionable: 0323, to have nonprofessionals conducting training programs, for nonprofessionals seems like the blind leading the blind; 1552 conducting conferences of professionals and faculty to identify new reference materials is definitely not a nonprofessional task; 0303, a professional usually keeps his own file of "hard to locate" queries; it is the professional who finally locates the information; 1408, a professional librarian ought to be providing reference services in a college library--there might be fewer "unanswerable" questions; 0529, perhaps this is a badly written task statement, but it is not at all clear what it means; 1301, in what field does a person with 3-4 years of high school have the competence to select indexing terms? Tasks 0346 and 1191 cause one to pause. Although reference staffs are often terribly overworked and really cannot assume extensive bibliographic searches that would be useful only to a tiny and highly specialized segment of the community, the condescending tone of these tasks seems inappropriate. In general, the reference area was thoroughly and fairly represented in these tasks.

REFERENCE ASSISTANT AND CLERK

Job Summary: These tasks involve directly supporting professional librarians in the following areas: serving on information desk and performing ready reference services; files vertical file materials; arranges and types annual lists of journals and serials; prepares simple bibliographies; prepares author lists, etc.

Qualifications: Two years of college or an A.A. degree. Must be able to compile, analyze, and organize bibliographies, vertical file materials, lists of serials, etc.; to clarify and obtain information from patrons; to follow detailed written instructions and to solve practical problems dealing with a variety of concrete variables; and to write brief reports.

Comments: The tasks seem quite underrated here. The two clerical tasks would probably have to be performed by the same person, simply because it is not feasible to hire anyone else to do them.

PHOTO LAB TECHNICIAN AND ASSISTANTS

Job Summary: The T.A. supervises the department. The assistants (on the senior and junior clerical levels educationally speaking) operate microfilm, motion picture, and still cameras; develop the films; enlarge and reduce size; and produce slides and other audio visual materials.

Qualifications: High school diploma for the T.A. plus some additional technical education. The others need two or three years of high school plus some technical courses or experience. Must be able to organize and coordinate work flow; to supervise staff and take instruction; to prepare, set up, operate and maintain a variety of photographic equipment; to solve practical and technical problems; to write short reports; and to work out own solutions to problems within certain specified procedures.

Comments: Most of the tasks seemed to be scaled too low, accordingly they were raised to allow for some on-the-job training.

MAINTENANCE CUSTODIAN

Job Summary: Cleans, maintains and performs simple repairs on building and equipment.

Qualifications: Little schooling required, but should be able to read instructions for maintaining furniture and equipment and to write sufficiently to leave short notes for library personnel. Must be able to analyze the work that should be performed; to set up, prepare, operate, and maintain his equipment; to order and store his supplies; to solve elementary problems with several concrete variables; to supervise a crew of men if the building is very large; able to work out problems within standard procedures.

Comments: In most academic libraries these functions are performed by Buildings and Grounds and the library has little control over them.

GENERAL PROFESSIONAL TASKS

In this area all the tasks that could be performed by any staff member have been clustered. Many of them have to do with publication, professional organizations, professional reading, attendance at seminars, conferences, symposia,

etc. All professionals should be strongly urged to engage in such activities.

There are two tasks that are rare in any library situation. Task 0540, "Serves as member of review panel for Ph.D. committee hearings", is one. Under ordinary circumstances, only faculty members are permitted on such committees and the librarian involved would probably have to possess a Ph.D. in a subject field and hold a double appointment as a librarian and as a professor. Task 1256 is the second. Again this would require advanced degrees in a subject field and the possession of a double appointment.

GENERAL CLERICAL TASKS

These duties can be performed by clerks anywhere in the library system.

DIRECTOR AND ASSOCIATE DIRECTOR

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1327	Determines general objectives for new library programs	1	1	1324	09	0988	556	7	8	3	10
1362	Develops written policies for college libraries by taking into account reader interests, effects of previous policies, faculty interests, etc. and translates them into operational terms	1	1	3225	09	0848	656	8	8	7	11
1279	Anticipates new problems and needs for libraries and develops programs dealing with problems before critical situations arise	1	1	3224	09	0925	656	7	8	7	11
0673	Defines and implements new procedures to improve services and programs	1	1	1325	09	1048	656	8	7	6	10
0403	Produces long term reports on departmental library needs at request of U Central Administration	1	1	2224	09	1015	656	7	7	6	10
1491	Determines library personnel policies	1	1	2224	09	0985	535	8	8	6	10
0602	Plans building program; submits, discusses; & justifies plan to building committee	1	1	3224	09	0965	656	8	8	6	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0853	Assigns staff to develop specific objectives & new programs from general objectives	1	1	3224	04	0848	546	5	7	3	10
0940	Calls meeting of staff on personal assessment of departmental needs and prepares agenda	1	1	1324	09	0865	555	7	8	3	11
1106	Prepares agenda for staff meetings with department heads	1	1	3224	09	0985	555	5	7	2	10
0854	Conducts weekly staff meetings of department heads to review problems, progress, needs, & new developments in library	1	1	3225	04	0848	535	8	7	4	11
0365	Checks and evaluates library programs in relation to professional standards	1	1	3214	09	0628	556	7	8	7	11
0364	Approves or modifies suggested administrative, structural, or staff changes in library programs and activities	1	1	3224	09	0948	556	8	8	3	10
1035	Approves proposals for new programs	1	1	3224	09	0948	656	7	8	4	09
0363	Approves &/or disapproves requests for changes in program emphasis, hours, staff arrangements, etc. in branch libraries	1	1	3224	09	0648	555	8	8	3	09

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1390	Assigns supervisory & program responsibilities to staff	1	2	3224	04	0848	435	5	7	2	10
1044	Designs, develops, and revises organizational patterns & relations in university libraries	1	1	3224	09	0945	535	7	8	7	11
0071	Reads & evaluates technical literature to determine applicability to management procedures in library	1	1	1324	09	0988	546	7	8	3	09
1471	Writes reports summarizing activities, progress and problems, in university libraries	1	1	2224	07	0625	536	7	7	6	10
1274	Reviews and evaluates staff studies and revises or implements results	1	1	3224	09	0648	565	6	(7) 8	2	09
0435	Determines upon receipt of reports, statistical studies, etc., if reports are to be (A) released (B) referred to board (C) reviewed & evaluated internally (D) modified (E) set aside for future action	1	1	1324	09	0988	655	8	(7) 8	4	11
0078	Adjusts sensitive & top level complaints regarding library services, procedures, & policies	1	1	3324	08	0678	536	8	8	3	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1202	Provides crisis management in administration of college library	1	1	3324	08	1148	565	6	7	2	11
1543	Interviews & makes final decision regarding hiring all senior staff in university library	1	1	3224	09	0628	435	6	(7) 8	3	11
0836	Maintains working climate conducive to staff morale and pat. needs	1	1	3324	04	0948	535	7	(7) 8	7	11
1515	Arbitrates interpersonal difficulties between staff and departments within library	1	1	1224	04	0645	485	7	(7) 8	3	11
1213	Confers with staff members individually and collectively about interpersonal problems, interdept. relations, and needs of library	1	1	1324	09	0668	545	7	7	2	11
1393	Provides supervision and management of staff in non-technical and non-structured human relations situations	1	1	3225	04	0848	585	7	8	7	11
0002	Approves staff manuals and materials setting forth procedures and policies	1	1	3125	10	0628	555	5	7	4	09
1369	Approves or disapproves requests from staff members to attend conferences, conventions, etc.	1	1	3324	09	0648	535	4	7	6	10

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0219	Approves travel for library staff	1	1	3324	09	0648	535	6	7	1	10
1083	Makes annual presentation to university board on accomplishments and needs of university library	1	1	2224	07	1055	556	8	8	4	11
1178	Formulates policy for consideration by faculty committee and presents policy questions to faculty committee	1	1	1224	07	0968	666	8	8	4	11
0908	Provides consultant services to college central administration for consideration of major program changes such as creation of a radio or TV dept. in the college	1	1	3224	07	0658	666	7	8	5	11
1485	Meets informally with university board members to convey needs and problems of university libraries	1	1	1325	07	0938	656	8	(7) 8	7	11
1360	Meets informally with university president concerning needs and problems of college library	1	1	2325	07	0968	656	8	8	3	11
1067	Meets informally with deans and dept. heads in university to influence them regarding design and use of programs in university library	1	1	3325	07	0938	566	7	(7) 8	3	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0837	Initiates visits with college deans and faculty to ascertain impressions and needs of RMC	1	1	1324	09	0668	566	7	7	3	11
1347	Meets with college RMC faculty advisory committee for evaluation, suggestions, etc.	1	1	2324	09	0925	555	6	7	3	11
0660	Generates faculty involvement in University library by informal contacts, memoranda, presentations at faculty and departmental meetings, etc.	1	1	3325	07	0958	566	7	(6) 7	1	11
1304	Explains university library program, policies, and procedures, in attempts to involve new faculty members in university library programs	1	1	3125	07	0628	546	6	7	3	11
0925	Organizes annual orientation for new faculty members	1	1	3225	04	0885	555	4	7	4	10
0167	Prepares general building specifications for submission to architects	1	1	3224	10	1025	556	6	8	6	11
0237	Meets with architects, engineers, president of university etc. in designing library facilities	1	1	3224	07	0968	656	8	8	7	11

#	task	area	action	P.A.	TE	WF	GED	WI	TT	TaT.	P.D.
0044	Participates in planning sessions involving variety of different professionals in designing library facilities	1	1	2224	09	0968	656	7	8	4	11
1228	Meets with professionals concerning administrative procedures, problems, and policies, in the development of new library facilities	1	1	3224	09	0968	646	8	8	7	11
0305	Solicits gifts for library in areas for which budget expenditures are not permitted or available	1	1	3324	07	0938	545	8	7	3	11
1414	Serves periodically as chairman of CC department head meetings	1	1	3225	04	0848	535	5	7	4	11
0829	Serves as director of college RMC in absence of director	1	1	3224	04	0848	565	8	7	5	11
0272	Serves as director of college library in absence of dept. chairman	1	1	3225	04	0848	565	8	7	7	11
0443	Observes activity, talks to staff and pat. and generally offers suggestions for improvement of library services during visits to branch libraries	1	1	3324	07	0678	535	7	6 ⁸	3	11

#	task	area	action	P.A.	TE	WF	GED	WI	TT	Tat.	P.D.
0049	Evaluates requests from branches (in scientific library) for help with special projects and decides whether or not to assign staff based upon availability, length of project, etc.	1	1	3224	09	0948	435	6	7	2	11
1337	Evaluates work requests from branches and when appropriate, assigns additional clerical staff on basis of estimates of needs	1	(2) 1	3224	09	0848	435	6	7	2	10

ADMINISTRATIVE SECRETARY AND ADMINISTRATIVE CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0788	Maintains director's appointment calendar	1	2	2125	03	0724	334	2	(4) 6	1	11
1559	Serves as personal secretary to director of library	1	2	2225	03	0714	334	3	(5) 6	7	11
0206	Takes dictation from supervisor using shorthand, note-hand, etc.	1	2	3115	03	0414	334	1	(5) 6	2	11
0404	Types materials received from supervisor via hand-written forms, memos, or dictation equip.	1	2	3112	03	0114	334	2	(5) 6	2	11
0195	Types final copy of manuscripts from edited drafts received from director	1	2	3115	03	0114	334	2	(5) 6	3	11
1312	Maintains files for director's office	1	2	3115	02	0587	424	2	(5) 6	1	11
1553	Opens and sorts mail delivered to director	1	2	2221	02	0584	384	2	(5) 6	1	11
0198	Sorts daily mail into stacks, one requiring immediate attention of staff, and another of lesser importance	1	2	2221	02	0185	384	2	(5) 6	1	10
0606	Reviews mail for RMC and allocates to staff	1	2	2224	03	0785	384	2	(5) 6	1	09

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0232	Supervises special mailings such as notice of library week activities	1	2	3225	04	0848	334	4	(5) 6	1	11
0324	Writes for copyright clearance for reproduction of copyrighted publications upon request from supervisor or outside community groups	1	2	3113	03	0424	335	3	(5) 6	2	10
0060	Determines method of reproduction (photocopy, multilith, etc.) for materials to be re-produced	1	2	3224	04	0688	434	4	(5) 6	1	09
0386	Plans weekly work schedules for part-time clerical staff	1	2	3224	04	0944	324	4	(5) 6	2	11
0763	Designs form letters	1	2	3224	09	0725	435	4	6	2	11
1342	Types draft material for interlibrary distribution as instructed	1	2	3111	03	0114	334	2	5	2	06
0230	Types from rough drafts, letters, manuscripts, etc.	1	2	3112	02	0184	334	2	4	2	06
1150	Types multilith masters	1	2	2111	03	0184	234	2	4	2	06
1058	Types mimeograph stencils	1	2	2111	03	0184	234	2	4	2	06
1097	Makes corrections on typed stencils as directed by proofreader	1	2	3115	03	0114	334	2	4	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0399	Fills requests for preparation of specific mailing by locating group on code sheet	1	2	2113	03	0215	223	2	4	1	11
1320	Selects envelope size and/or labels needed to prepare for mailings as requested	1	2	2124	03	0215	322	3	4	1	11
1450	Operates paging system	1	2	3113	03	0424	383	2	4	1	11
1434	Gathers materials to be contained in large mailings and inserts in prepared envelopes	1	2	2112	12	0511	112	2	3	1	11
1349	Operates telephone switchboard	1	2	3111	02	1124	283	1	3	1	11
0402	Answers supervisor's telephone, refers calls or takes messages	1	2	2222	05	0424	313	3	4	1	11
0753	Answers supervisor's telephone and refers calls and/or takes messages	1	2	2212	03	0424	223	2	(3) 4	1	11
0207	Answers supervisor's telephone	1	2	2223	01	1124	223	2	3	1	11
0846	Picks up mail daily and delivers to dept.	1	2	3111	02	1181	187	1	1	1	10
0298	Delivers opened mail to supervisor	1	2	3121	02	1184	187	1	1	1	10
0867	Maintains office supplies for unit	1	2	2222	03	0985	233	3	(4) 5	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0025	Checks periodically library and office supplies and maintains inventory by ordering supplies from purchasing dept.	1	2	2222	03	0982	233	2	(4) 5	1	11
0885	Prepares purchase orders	1	2	3113	02	0784	334	4	(4) 5	1	11
1076	Prepares purchase orders for paper and reproduction supplies and submits to supervisor	1	2	3112	02	0125	334	3	(4) 5	1	11
1026	Types maintenance purchase order	1	2	3111	03	0114	333	2	4	2	11
0137	Keeps disposition record of supplies in library	1	2	3112	02	0382	233	2	(4) 5	1	11
0226	Checks bills against original purchase order upon receipt and requests staff approval for payment	1	2	3115	12	0222	334	2	(4) 5	1	11
1003	Maintains equipment inventory for library	1	2	3112	02	0587	333	3	(4) 5	7	11
1207	Computes rental rates on order forms for rented equip. and materials	1	2	3113	02	0324	333	2	(4) 5	1	11
0964	Maintains files of requisition for AV materials in college RMC	1	1	3111	02	0587	333	2	(4) 5	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1392	Files approved copy of purchase orders	1	2	3113	02	0587	333	1	4	1	11
1469	Fills orders for supplies from stock for all library units	1	2	3113	03	0211	123	2	③ 4	1	11
0523	Fills requests for office supplies in library by selecting supplies from shelves and loading supplies on carts	1	2	2113	03	0211	222	1	③ 4	1	11
0820	Fills orders from branch libraries for building maintenance supplies	1	6	2113	03	0211	222	1	③ 4	1	11
1072	Distributes supplies on carts to requesting unit or individual	1	2	2113	03	1114	181	1	② 3	1	11

ADMINISTRATION, COLLECTION DEVELOPMENT, PROFESSIONAL

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0984	Revises or changes overall acquisition policy of university library by reviewing and evaluating developments and programs in terms of personal assessment	1	1	1324	10	1048	656	8	8	7	11
0727	Establishes library procedures and policies with regard to collection building and acquisition and withdrawal	1	1	1224	09	0925	656	8	8	7	10
0129	Evaluates library collections in terms of changing community interest and develops procedures to meet changing needs	1	1	3324	09	0948	556	7	8	7	10
0026	Supervises staff in procedures and policies on collection building	1	1	3225	04	0848	536	6	7	7	11
1130	Consults with college faculty to determine drift and emphasis of academic programs and shifts acquisitions and expenditures accordingly	1	1	3324	09	0968	565	7	7	3	11
1580	Evaluates and approves or disapproves recommendations regarding collection building	1	1	3224	09	0945	556	6	7	1	09
1341	Evaluates suggestions from staff regarding journals and magazines to be retained in permanent collection	1	1	3224	09	0925	555	6	7	2	09

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1193	Approves or disapproves staff recommendations in college library for purchase of pamphlets, prints, microfilm reels, microfiche, phonograph discs, or other special AV or printed materials	1	1	3224	09	0945	566	6	7	2	10
0638	Decides whether or not to purchase titles requested from college departmental heads	1	1	3224	09	0928	565	6	7	1	09
1087	Receives gift offers for library and with technical assistance from staff decides to accept or reject offer	1	1	2224	09	0628	535	6	7	3	11
0241	Evaluates staff recommendations regarding disposition of gifts	1	1	3224	09	0628	535	6	7	2	10
1109	Initiates studies of systems and procedures (rent, lease, purchase, change, jobbers, etc. of films, books) in college library	1	1	1324	10	0948	565	7	7	4	11
1136	Appraises and sets value on rare books in library collection	1	1	3224	10	0681	546	6	8	3	11

ADMINISTRATION, PLANNING, PROFESSIONAL

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0459	Establishes general statistical and other reporting procedures for university library system	1	1	3224	10	0945	656	7	7	7	10
1199	Designs, develops, and writes proposals for state, local, and federal funds	1	1	3324	09	1085	656	8	8	6	10
0554	Reviews and develops forms and record-keeping procedures	1	1	3224	10	0945	455	6	6	4	11
0417	Plans new space allotments and in terms of staff concerned and library patterns recommends furniture and library supplies needed for university library	1	1	2324	10	0965	645	6	8	6	11
0268	Plans staff, budget, and space needs for special projects in university library system	1	1	3324	09	0925	665	8	8	7	11
0433	Conducts studies regarding systems, procedures, and operation of library and recommends action	1	2	1325	10	0928	555	7	8	7	11
0412	Discusses with immediate supervisor requests for additional space from branch librarians	1	1	2224	10	0968	555	7	7	3	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0239	Designs space needs in reading areas keeping in mind present collection and anticipating future needs	8	1	3324	10	0925	465	8	7	7	11
0549	Determines non-material needs (desks, copy machines, etc.) for UL, evaluates alternative costs and possibilities and recommends action	1	1	2224	09	0928	555	7	8	3	09
1428	Conducts comparative evaluative studies of bids and proposals submitted by contractors	1	1	3225	10	0668	556	8	8	6	09
0591	Recommends purchase of materials, equipment and supplies	1	2	3324	07	0665	555	6	8	5	11
0758	Prepares contract specifications for proposals to be let for services equipment, and materials for learning center	1	1	3124	12	0985	656	8	8	6	10
1009	Evaluates activities of dept. within college-level library and introduces improved systems and procedures	1	1	3324	09	1048	656	8	8	7	10
0487	Conducts studies (in such areas as durability or capacity of rugs, shelving) of a highly technical nature leading to possible better utilization of materials, services, and programs in learning center	1	1	1325	10	0724	556	7	7	7	11

#	task	area	action	P.S.	TE	WF	GED	WI	TI	TaT.	P.D.
0652	Determines through staff studies or self analysis, long-range construction and maintenance needs for college library	8	1	3324	10	0965	555	7	7	6	11
0199	Schedules and assigns priorities for maintenance, technical, physical and other problems requiring assistance and attention	1	1	3224	04	0845	545	6	(6) 7	7	11
0176	Approves maintenance agreements on equipment leased and owned by library	1	2	3224	10	0648	444	4	(5) 7	2	11
0519	Makes decisions on purchases of equipment and facilities for university level library by (A) approving or rejecting recommendations (B) postponing recommendations (C) referring decisions for further discussion	1	1	3324	09	0948	555	8	7	2	09
1558	Examines, evaluates, and recommends approval or disapproval of purchase of learning equipment and teaching machines in U. LL	1	1	3224	09	0925	535	6	7	1	11
0722	Reviews and evaluates non-material requests from branch libraries and recommends action	1	1	3224	09	0668	534	6	(6) 7	2	10

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0538	Edits narrative and statistical reports received from departmental chairman before compiling librarywide annual report for submission to board	1	1	2225	12	0684	556	5	7	3	11
0218	Writes narrative and interpretive data to accompany statistical data	1	2	3224	10	1025	556	6	7	4	11
1330	Develops one-time programs of reading motivation involving reference search, reading evaluation, etc.	1	2	2224	09	0625	535	6	7	3	11
0357	Designs and develops reader interest surveys in library	1	1	1224	09	0925	566	6	7	7	11

ADMINISTRATION, BUDGET, PROFESSIONAL

#	task	area	action	P.S.	TE	WF	GED	WI	TT	T&T.	P.D.
0628	Uses other library salary schedules and municipal salary schedules to incorporate in budget presentation	1	2	3124	09	1085	666	8	8	4	09
1051	Reviews and discusses budgets from unit heads in university library and revises accordingly	1	1	3225	07	1065	656	8	8	7	11
0966	Determines budget needs and major categorical amounts for budget for coming fiscal year	1	1	3224	10	0985	655	8	8	6	09
0066	Evaluates building and grounds maintenance needs for inclusion in annual budget	1	2	3224	10	0988	555	7	7	7	09
1023	Allocates budget annually among major budget categories	1	2	2124	10	0985	555	5	7	4	09
0994	Discusses, defends and explains university library budget proposal to chief	1	1	3125	07	0968	656	8	8	3	11
1016	Incorporates revisions into university library budget & sends budget to university president	1	1	2125	10	1065	655	8	8	5	11
1386	Modifies departmental budget needs and requests on basis of overall library budget needs	1	1	3224	09	0985	655	8	8	7	09

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#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1363	Presents to unit heads budget decisions and instructs unit heads to reduce, expand, or change individual budgets accordingly	1	1	3125	07	0955	656	8	8	2	11
1368	Manages and controls budget including major expenditure and transfer of budgetary items	1	1	3124	10	0984	655	8	7	7	11
0980	Approves &/or disapproves requests from branch libraries for materials, facilities, etc. above a minimum amount	1	1	3224	10	0648	555	5	(6) 7	1	09
1173	Approves or disapproves office 1 and supply purchase orders	1	2	3124	10	0645	455	6	7	1	09
0242	Approves or disapproves staff 1 recommendations for purchase of AV materials and equipment in college library	1	1	3224	09	0648	565	6	7	1	09
1308	Evaluates in terms of departmental needs, and approves purchase of AV equipment	1	1	3224	10	0985	555	6	7	2	10
0089	Decides purchase in college of AV equipment less than stated amount	1	1	3124	09	0985	555	5	(6) 7	1	10
1086	Reviews and approves or disapproves travel and expense vouchers received from staff	1	2	2114	10	0444	334	5	(5) 7	2	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0542	Serves as liaison between dept. heads and contractors in construction projects	1	2	3225	05	0868	536	5	7	2	11
1065	Selects with advice of interior decorators, architects, and staff members, furniture and furnishings for new library additions and buildings	1	1	3324	09	0965	555	8	7	5	09
1525	Selects furniture, interior furnishings, etc. for U library	1	1	3324	09	0985	555	8	7	5	09
0998	Reviews and recommends minor insurance programs for library equipment facilities, staff, etc.	1	2	2224	10	0625	545	6	(6) 7	2	11
1055	Approves new reporting forms and procedures	1	1	3124	10	0945	553	7	(6) 7	3	09
0475	Evaluates statistical and salary data gathered from agencies and recommends salary adjustments for staff in university library	1	1	2124	10	0665	565	7	7	5	10
0222	Requests from staff reports describing programs and integrates data supplied into larger reports and studies	1	1	3224	09	1045	586	5	7	4	10
1068	Prepares annual fiscal report for library	1	2	3115	03	0724	455	5	7	6	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0255	Monitors and relays to unit heads, budget problems and expenditures as revealed by analysis of computer printout of library expenditures, encumbrances, etc.	1	1	3114	07	0855	655	8	7	2	11
0312	Establishes expenditure periods, and reporting system for library	1	1	1224	10	0945	656	8	7	7	11
0029	Approves changes in book-keeping and accounting procedures	1	1	3124	10	0948	555	7	7	4	09

task

1514

Reduces statistical data to tabular form

area action

P.S.

TE

WF

GED

WI

TT

TaT.

P.D.

0261

Reduces statistical and quantitative data to graphic form

1 1

3112

03

0484

454

5

6

3

11

1047

0948

Screens salesmen
Collects data, information, etc. regarding material or equipment discusses with salesmen and recommends action

1 2

3325

05

0628

434

6

6

2

11

0564

Completes questionnaires from state, federal, municipal and other sources requesting statistical or other information about library

1 1

3125

03

0424

445

5

6

3

11

1291

Conducts reader interest surveys in library

1 1

3215

10

0924

334

7

6

1

11

0051

0444

Codes returned questionnaires for data processing
Reviews physical plant and when appropriate requests maintenance services

1 2

2112

03

0184

324

1

⑤

1

11

1 1

3224

10

0622

324

6

⑤

1

11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0306	Coordinates and super- vises rearrangements of physical facilities in library	1	2	3224	09	0845	424	4	(5) 6	2	11
0544	Determines and evaluates shortrange maintenance and construction needs in college library	1	1	3324	10	0925	554	8	6	4	11

ADMINISTRATION, PLANNING, CLERK

#	task	area	action	P.S.	TE	WF	GED	WT	TT	T&T	P.D.
0115	Maintains files of maintenance agreements for library equipment	1	2	3111	02	0587	333	2	(4) 5	1	11
0824	Maintains files on all insurance programs for library	1	2	3112	02	0587	334	2	(4) 5	1	11
1442	Maintains maintenance records of library facilities	1	2	3112	02	0587	223	2	(4) 5	1	11
0274	Assigns custodial staff to special projects and activities	1	2	2224	04	0948	383	4	(4) 5	1	10
0301	Schedules maintenance and construction activities with college building and grounds dept.	1	2	3225	04	0824	324	3	5	2	11
0477	Supervises foremen of custodial staff	1	2	3225	04	0848	434	4	5	7	11

ADMINISTRATION, BUDGET, TECHNICAL ASSISTANT

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0911	Designs expense, petty cash, and other forms for use in library	1	2	3224	10	0625	455	6	6	3	11
0277	Maintains chronological account of expenditures for equipment, materials, and furnishings	1	2	3112	02	0587	333	2	(4) 5	1	11
0791	Maintains chronological lists of expenditures for AV equipment and materials in AV unit	1	1	3112	02	0587	333	2	(4) 5	1	11
0143	Maintains a chronological list of expenditures by category and cost items and keeps running total on entire list	1	1	3112	02	0384	443	2	5	2	11
0340	Sends verified accounts payable to director for approval and answers questions or provides explanations when requested	1	2	2125	10	0755	354	2	5	2	11
0061	Supervises petty cash fund for public library	1	2	3114	09	0344	334	2	5	1	11
1537	Approves totals produced by clerks on weekly cash reports received from branch libraries	1	2	3112	12	0344	444	4	5	1	11
1586	Prepares deposit slips for cash received weekly from branch libraries	1	2	3115	02	0384	333	1	(4) 5	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	IT	Tat.	P.D.
0032	Deposits all income for library in appropriate accounts	1	2	3115	02	0384	334	2	5	2	11
1168	Enters weekly fiscal transactions for library in appropriate ledgers	1	2	3115	12	0184	454	2	6	1	11
1534	Supervises library payroll clerks	1	2	3125	04	0848	454	4	6	2	11
0001	Provides monthly encumbrance reports to dept. with in university library	1	2	3115	03	0324	444	4	6	3	11
0073	Maintains and provides director with a monthly report of personnel expenditures	1	2	3115	03	0725	455	4	6	4	11
0313	Answers questions and provides information to auditor during annual audit	1	2	3125	07	0657	454	5	6	2	11
1407	Collects & maintains file of salary schedules in other libraries to incorporate in annual budget submission	1	2	3222	02	0587	334	3	4	1	11
0120	Operates electric adding machine	1	2	3111	02	0384	333	2	4	1	11

ADMINISTRATION, PERSONNEL, PROFESSIONAL

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1257	Designs staff development programs in library	1	1	3324	04	0925	556	7	8	7	11
0843	Plans goals and develops procedures and priorities for staff in-service training programs	1	1	3224	04	0955	656	7	8	7	11
0969	Designs and develops in-service training programs for staff in library system	1	1	3325	04	0855	556	6	7	6	11
0590	Conducts periodic workshops for department heads of library	1	1	3325	04	0858	556	6	8	4	11
1238	Writes employment recruiting advertisements	1	1	3124	07	0725	435	6	6	3	10
0648	Writes employment brochures describing library for recruiting purposes for display on university bulletin boards	1	1	3225	09	1025	435	7	6	5	10
0245	Writes advertising copy seeking new staff members for publication in professional journals	1	1	3224	07	0725	435	6	6	3	11
1453	Visits library schools to recruit and interview students for professional positions in library	1	1	3224	11	0628	535	6	7	2	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0584	Recruits workers &/or encourages persons to join library profession through visits to colleges, universities, etc.	1	1	3325	07	0738	435	5	7	3	11
0516	Recommends criteria for hiring professional and clerical personnel	1	1	2224	09	0928	535	6	7	3	10
0752	Reviews personnel data, reports, etc, from a variety of sources and areas to gain insight into applicability to library personnel programs	1	1	1324	09	0988	555	7	7	3	09
0390	Revises staff manual according to suggestions of executive committee during review process	1	1	2115	10	0724	435	5	(6)	4	10
1122	Writes staff manual explaining rules, regulations, rights, and responsibilities of employees in (PL)	1	1	3115	10	0725	435	5	(6)	6	10
1045	Conducts staff development programs in library	1	2	3225	04	0858	436	4	7	3	11
1295	Evaluates classification procedures and recommends changes	1	2	3224	10	0987	565	7	7	6	11
1563	Meets with staff committee to review, evaluate, and redesign library position classification manual	1	1	3225	09	0668	535	6	7	4	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0354	Updates position classification system and submits for approval	1	2	3214	09	0665	535	6	7	4	11
0850	Recommends reclassification of jobs in library based on job evaluation, proplems encountered, personal evaluation, etc.	1	1	3324	09	0968	535	6	7	6	09
0815	Develops job descriptions for professional and clerical staff	1	1	3225	10	1025	335	6	7	4	10
0457	Evaluates staff job descriptions for accuracy, completeness, and revises and/or returns to supervisors	1	1	3224	10	0644	535	6	7	2	11
0902	Rewrites new job descriptions after negotiation with supervisor	1	1	3224	10	0668	535	6	7	3	11
0774	Develops regulations concerning staff use of and rights to library facilities such as parking, lunchrooms, purchase of books, etc.	1	1	2224	09	0945	535	8	7	6	10
0288	Evaluates clerical evaluations received from branch librarians and (A) approves and transmits to personnel (B) disapproves and returns for revision	1	2	3224	09	0648	484	6	6	2	09

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0782	Answers questions from staff regarding personnel problems, procedures, and regulations	1	1	3123	07	0648	445	5	7	2	10
0359	Reviews requests to terminate employment of staff and determines to (a) terminate worker (b) transfer worker (c) initiate performance interview with worker	1	1	3324	10	0648	485	6	7	2	10
0659	Approves termination papers for staff and notifies person affected	1	2	3125	04	0634	535	6	7	3	11

ADMINISTRATION, PERSONNEL, TECHNICAL ASSISTANT

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1139	Interviews and hires student aides in university library	1	2	3224	09	0628	334	6	6	1	11
0165	Confers by telephone and in person with placement and employment agencies regarding personnel needs of library	1	1	3215	02	0924	334	4	(5) 6	2	11
1298	Screens roster of current employees for possible placement in job openings	1	1	3324	09	0648	384	3	(5) 6	3	09
0319	Explains to new employees, employee programs such as credit unions, etc.	1	1	3115	07	0658	445	4	6	2	11
0077.57	Assigns new employees to pre-service training settings and monitors training	1	2	3324	04	0648	424	5	6	1	11
0420	Assigns new clerical employees to in-service training and determines when sufficient exposure has been acquired to system	1	2	3324	09	0648	434	5	6	7	10
0923	Conducts exit interviews with employees terminating from library	1	1	3224	11	0628	384	4	6	3	11
0619	Prepares payroll for library personnel	1	2	2115	02	0384	434	3	6	2	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT	P.D.
1275	Telephones or interviews successful and unsuccessful applicants for positions with library.	1	1	3223	05	0644	485	4	6	2	11
0703	Conducts orientation for new employees by conducting tours of the facility and introducing new employees to supervisors	1	1	3225	04	0858	335	4	6	3	11
0482	Writes inter-office memoranda notifying staff of personnel changes	1	1	3113	02	0945	434	3	6	1	10

ADMINISTRATION, PERSONNEL, CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0676	Writes letters of response to applicants for positions in library	1	1	3123	05	0425	435	4	5	2	10
1404	Checks applications for employment for correctness and completeness	1	1	3113	02	0282	434	4	5	1	09
1127	Checks by telephone or personal letter, references submitted by job applicants	1	1	3223	05	0524	335	4	5	2	11
1134	Notifies payroll clerk when employees should be charged debit time	1	2	3113	03	0324	333	2	4	1	11
09193	Computes time owed worker or time worker owes library from time-off reports and notifies supervisor	1	2	3112	02	0324	333	2	4	1	09
1458	Keeps time and leave data for staff by maintaining daily entries of hours worked, leave status, etc.	1	2	3112	02	0327	333	1	4	1	11
0043	Files time-off requests, sick leave reports, and other reports explaining variations from standard work week	1	2	3113	02	0887	223	2	3	1	11
0733	Files work records of staff in personnel files	1	2	3111	02	0587	383	2	3	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1292	Notes and forwards to supervisor, work records of staff in terms of leave, sick leave, credit time, debit time, etc.	1	2	2112	03	0525	334	2	5	2	11
0022	Sends quarterly reports to employees indicating amount of compensatory time, debit time, etc. coming to them	1	2	3111	07	0324	333	2	(4) 5	2	11
0326	Maintains personnel files for library as required by U.S. Government	1	2	3115	12	0584	334	2	5	2	11
0327	Checks hourly time cards of staff and corrects and rectifies discrepancies	1	2	3115	02	0248	344	3	5	1	11
0669	Files payroll records of staff in library	1	2	3111	02	0587	233	2	(3) 5	1	11

ADMINISTRATION, PUBLIC RELATIONS, PROFESSIONAL OR SPECIALIST

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0661	Selects topics or themes for articles to be included in bulletin for professional librarians	1	1	3324	09	0625	536	6	7	3	09
0646	Selects editors to edit and assemble articles for professional journal	1	1	3224	09	0848	535	6	7	2	10
0620	Selects and schedules publication of research reports	1	2	3224	09	0625	536	6	7	3	09
1212	Prepares brochures and other descriptive literature describing learning center	1	1	3225	09	1025	435	7	7	5	10
0210	Serves as liaison between editors and printers	1	2	3225	05	0868	535	6	7	3	11
0979	Supervises library printing. activities by serving as liaison with print shop	1	2	3225	05	0848	435	5	(6) 7	1	11
0689	Oversees publication of newsletter announcing and describing library activities	1	2	3225	09	0848	535	4	(6) 7	4	11
1470	Edits publications proposed by staff for submission to media, journals, etc.	1	1	3115	12	0684	435	5	(6) 7	3	11
1391	Suggests projects and ideas to "friends of library"	1	1	3324	11	0978	536	7	7	3	10

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0441	Provides technical assistance to "friends of library"	1	1	3124	07	0658	556	7	7	3	11
1011	Instructs staff to gather data and information for "friends of library"	1	2	3224	04	0845	445	6	(6) 7	2	10

ADMINISTRATION PUBLIC RELATIONS, TECHNICAL ASSISTANT

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0611	Writes newsletter for distribution to faculty and students, describing new equipment and materials available in college RMS	1	1	3225	07	0725	435	5	6	5	11
1401	Proofreads and edits all manuscripts submitted by staff	1	1	3115	12	0624	535	4	6	5	11
1581	Edits manuscripts, materials and other information provided by staff for newsletters	1	1	3125	12	0625	485	5	6	2	11
0714	Edits copy for professional bulletins describing library activities, etc.	1	1	3115	12	0625	545	5	6	3	11
0003	Approves cover design and artwork for library bulletin	1	2	3224	09	0648	485	6	6	3	09
0973	Writes letters to new faculty members calling attention to and requesting participation in university library facility	1	1	1223	07	0735	535	5	6	2	10
0394	Writes rough reports and gathers materials for public relations specialists to produce releases, publicity, etc. regarding library programs.	1	1	2224	09	0725	434	4	5 6	2	11

#

task

Designs page layouts of
bulletins for printer

area action

1 2

P.S.

3224

TE

10

WF

0884

GED

445

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IT

5

Tat.

3

P.D.

11

ADMINISTRATION, PUBLIC RELATIONS, CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1356	Approves special requests for issues of monthly publications to be mailed	1	2	3214	04	0648	434	4	5	1	10
1146	Proofreads proofs returned from printer prior to publication of bulletins	1	2	3115	12	0285	434	4	5	3	11
1221	Maintains newspaper clipping file of library publicity	1	2	3223	02	0587	223	2	4	1	11
0637	Makes corrections on typed copy as directed by proofreader	1	2	2125	03	0114	334	2	4	1	11
1582	Maintains and updates scrap book on weekly column in newspapers, feature stories on library in newspapers, press releases, and materials referring directly or indirectly to library	1	1	3222	03	0587	384	4	4	1	11
0770	Maintains mailing list for library bulletin	1	2	3111	02	0587	233	2	4	1	11
0968	Stamps date and title of newspaper on articles clipped from newspapers	1	2	2111	02	0184	182	1	3	1	11
0928	Supervises staff in library print shop	1	1	3225	04	0848	434	4	5	2	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0706	Produces monthly report summarizing activities of print shop	1	2	2224	07	0725	334	3	5	2	11
1305	Maintains scrapbook files of all printing produced in print shop	1	2	3113	02	0587	323	2	4	1	11
0550	Monitors and maintains paper and reproduction supplies for library print shop	1	2	2222	03	0982	233	3	4	1	11
0626	Performs minor maintenance on print shop machines such as mimeograph machine, multilith machine, typesetting machine, etc.	1	2	3115	02	1183	323	2	4	1	11
1374	Maintains files of multilith masters and stencils	1	2	3111	02	0587	323	2	4	1	11
1336	Operates multilith machine to produce copies from masters	1	2	3111	02	0114	322	2	4	2	11
1114	Operates envelope stuffing machine	1	2	3111	02	1114	222	2	4	1	11
0946	Cleans office machines weekly (i.e., mimeograph, multilith, etc.) to keep in good operating condition	1	2	2225	03	1185	223	2	3	2	11

#	task	area	action	F.S.	TE	WF	GED	WI	IT	Tat.	P.D.
1025	Operates automatic paper punch	1	2	3111	02	1114	217	1	2	1	11
0534	Operates paper folding machine	1	2	3111	02	1184	117	1	2	1	11
1309	Operates automatic stapling machine	1	2	3211	02	1184	187	1	1	1	11
1261	Operates paper collater	1	2	3111	02	0584	122	1	3	1	11

ADMINISTRATION, SYSTEMS ANALYSIS, SPECIALIST

#	task	area	action	P.S.	TE	WF	GFD	WI	TT	TaT.	P.D.
0913	Investigates computer applications for processing, circulation, etc.	1	1	3124	10	0918	564	7	7	6	10
0635	Prepares flow charts, diagrams, and block diagrams to define systems problems of library procedures	1	1	3215	12	0784	554	5	7	4	11
0814	Recommends on basis of time cost and other factors whether or not library processes be computerized	1	1	3224	10	0928	565	7	(6) 7	5	11
1526	Classifies completed programs for storage and future use	1	1	3114	02	0587	434	5	(6) 7	1	09
1452	Supervises programmers in developing simple programs for IBM systems/360 computer	1	1	3215	04	0848	465	4	(6) 7	5	09
0436	Explains data contained on computer print-out sheets to library staff	1	1	3115	07	0638	555	6	(6) 7	2	11

ADMINISTRATION, PROGRAMMER, TECHNICAL ASSISTANT

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1157	Writes program for IBM system 360 computer following procedures outlined in the flowchart	1	1	3115	12	0485	464	5	6	6	11
0931	Tests program on IBM system 360 computer	1	1	3115	02	0934	423	1	5	1	11
0658	De-bugs program after computer tests and retests	1	1	3115	12	0685	564	5	6	5	11
0811	Checks data on print-out sheets for accuracy upon completion of each program execution	1	2	3115	12	0288	464	5	6	4	11
0823	Reviews programs periodically to refine and reduce operating time	1	1	3215	10	0684	664	6	6	4	11
0870	Writes manual or description for each program so that it can be used by another programmer	1	1	3115	12	0725	565	5	6	5	11

ADMINISTRATION, BRANCH AND DEPARTMENT HEADS, PROFESSIONAL

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0038	Determines space needs for learning center estimating : usage of equipment and materials and staff patterns	1	1	3324	10	0925	645	8	8	6	11
0299	Evaluates trends in scientific library and plans new techniques and procedures, such as microfiche, etc.	1	1	3224	09	0625	576	7	8	7	09
0507	Designs and plans shelving and departmental arrangements	1	1	3324	10	0925	565	7	6	7	11
1411	Develops plans for major renovations in RMC and submits to supervisor	8	1	2321	02	0965	643	2	5	6	11
1601	Adjusts complaints from scientific staff regarding rejected recommendations	1	2	3223	08	0678	576	6	7	1	11
0325	Meets quarterly as member of library advisory committee in medical library to establish library priorities and decide acquisitions	1	1	3324	07	0968	556	7	7	5	11
0409	Answers questions regarding library holdings or use of library by scientific staff	1	1	3123	07	0458	576	5	7	1	07
1104	Writes annual report of activities in department	1	1	3224	09	1055	655	6	7	6	10

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0700	Conducts periodic staff meetings to discuss dept. procedures and policies	1	1	3225	04	0848	555	5	7	4	11
0396	Conducts monthly dept. staff meetings	1	1	3225	04	0848	555	5	7	4	11
0027	Transmits upon request statistical data and other materials reporting on activities in learning center	1	2	3225	04	0848	555	4	6 7	4	09
0075	Manages AV center in terms of overall technical responsibility	1	1	3214	04	0844	444	4	6 7	7	10
1496	Supervises emergencies in AV center of university	1	1	3224	08	0644	545	7	6 7	7	11
0146	Allocates staff assignments during work day and in work areas to accommodate client traffic	1	2	3324	04	0848	435	6	6 7	1	09
1433	Assigns priorities to staff members in college AV unit	1	1	3224	04	0848	435	5	6 7	7	11
0304	Provides supervision and management of library staff in professional and technical areas	1	1	3225	04	0848	656	6	7	2	11
0776	Explains and negotiates with library staff salary proposals for coming year	1	1	3225	07	0968	455	7	7	4	11

#	task	area	action	P.S.	TE	WE	GED	WI	TT	TaT.	P.D.
0138	Supervises clerical and professional employees in library	1	1	3225	04	0848	435	5	6	7	11
0640	Interviews applicants for departmental professional positions	1	1	3224	09	0628	455	6	7	3	11
0328	Conducts interviews with clerical applicants, and relays conclusions and recommendations to personnel office	1	2	3224	09	0628	334	6	5	2	11
0684	Provides annual evaluations of all staff members to personnel office	1	2	3224	09	0645	385	6	6	2	10
0705	Provides written structured evaluation of professional employees annually to personnel manager	1	1	3214	09	0625	555	6	7	3	10
0352	Provides periodic written evaluation of clerical staff	1	1	3224	09	0645	434	6	6	2	10
0647	Evaluates jobs produced by staff, in materials production dept. of college RMC	1	1	3224	09	0645	434	6	5	2	10
1409	Provides oral and informal evaluation of staff	1	1	3224	09	0625	434	6	6	2	07
0901	Approves vacation and leave requests of staff	1	2	2214	10	0848	434	4	5	1	09

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0809	Screens solicitors, special requests, etc. in branch libraries and refers to main library when necessary	1	2	2214	09	0628	434	6	6	1	11
0945	Makes public presentations explaining services of AV materials distribution unit in college RMC	1	1	3225	07	0658	465	6	(6) 7	3	11
0887	Makes public presentations of role of AV equipment and materials in CC instructional programs	1	1	3325	07	0658	465	6	(6) 7	3	11
0237	Answers all queries and requests for services in branch libraries and refers when necessary to main library	1	2	2214	09	0618	435	6	6	1	11
0171	Sets up inventory scheme for controlling equipment in dept.	1	2	1124	09	0985	544	7	(6) 7	5	10
0555	Supervises aides in instructional materials center	1	2	3225	04	0848	434	4	6	2	11
0799	Assigns and supervises student aides in ULL	1	2	3225	04	0848	434	4	6	1	10
0282	Approves (by initialing) weekly time cards for classified staff employees	2	2	3111	12	0645	433	4	(5) 6	1	11
0234	Schedules vacations for library staff	2	2	3114	04	0944	333	3	(4) 6	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0983	Supervises maintenance staff in branch libraries and determines maintenance work (A) can be performed on-site (B) requires off-site assistance and notifies main library of the nature of problems	1	1	3224	04	0842	434	4	5	1	11
0211	Maintains inventory of equipment in dept. including date purchased, price, serial number, etc.	1	2	3115	03	0387	333	3	4	2	11
1429	Maintains consumable supplies for library AV department	1	2	2222	03	0982	232	2	4	1	11
0679	Keeps in personal possession and authorizes use of keys to work areas	1	2	3124	03	0845	382	2	3	1	10

ADMINISTRATION, COPY CENTER, CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0360	Supervises duplications photocopying, etc., produced by copying dept.	1	1	3225	04	0842	324	4	5	1	11
0535	Operates ditto machine	1	2	3111	02	0114	322	2	4	2	11
1333	Maintains mailing list by producing address plates on addressograph machines	1	2	3111	02	0184	233	1	4	1	11
0572	Operates addressograph machine to produce required mailing addresses after selecting correct setting	1	2	3111	02	0114	222	2	4	1	11
1417	Services office machines by replenishing paper, ink, toner, etc.	1	2	3111	03	1185	122	1	3	1	11
1466	Produces photocopies of materials upon request and under specific instruction	6	2	3111	02	0114	122	1	3	1	11

ADMINISTRATION, MAIL ROOM, CLERK

#	task	area	action	P.S.	TR	WF	GED	WI	AT	Taf.	P.D.
1289	Computes postage & insurance rates (using standard tables) required for all materials to be sent out via interlibrary loan	1	2	3111	02	0384	333	2	4	1	11
0160	Consults mailing charts to determine postage and insurance charges for AV materials sent via mail and retords amounts on forms for shipping dept.	1	2	3111	03	0325	233	1	4	1	11
1319	Operates mailing machine to affix proper postage to pieces of mail	1	2	3112	12	0314	232	2	4	1	11
1010	Operates, using cart, inter-library mail service by delivering titles, memoranda, mail etcl, to offices within library	1	2	3111	02	0511	183	1	3	1	11
0730	Drives van for delivery and pickup of books, materials & equipment belonging to library	1	2	3112	01	1114	222	1	3	7	11
0055	Files by date of arrival for access on delivery date, "notification of direct delivery form" for titles, materials and equipment being shipped	1	2	3111	02	0587	323	2	3	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1527	Checks new AV equipment against purchase order to insure correct delivery	1	2	3113	02	0282	233	2	3	1	09
0128	Packs processed materials in cartons for inter-facility delivery	1	2	2111	02	1181	182	1	2	2	10
1239	Packages books and materials for mail shipment	1	2	2111	02	1181	181	1	2	2	11
0194	Packages for return, films received from interlibrary loan	1	2	2111	02	0281	182	1	3	2	11
0942	Picks up mail daily and delivers to learning center	1	2	3111	02	1181	187	1	1	1	10
0614	Opens mail and stamps with date due stamp	1	2	3111	02	1184	187	1	1	1	10
0585	Loads and unloads books and other materials from van	1	2	2111	02	1111	187	1	1	1	03

BIBLIOGRAPHY, PROFESSIONAL

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat	P.D.
1152	Decides what titles to purchase for collection from list of titles in standard collection building tools	2	1	3324	09	0628	556	6	8	1	09
0316	Reviews library selection tools and (A) decides whether or not books are to be purchased (B) refers to a faculty member or staff member for further evaluation	2	1	3324	09	0628	556	6	7	2	09
0067	Reviews book reviews in medical and scholarly journals and on basis of estimate of staff needs and user practices, selects titles for possible purchase	2	1	3224	09	0628	566	6	7	2	09
1179	Reviews titles and publications in special libraries for branch libraries' needs and decides on basis of reader interest &/or personal knowledge of subject matter, whether titles should be transferred	2	1	3324	09	0628	676	6	8	2	09

106

task	area	action	P.S.	TE	WF	GED.	WI	TT	Tat.	P.D.
081 Scans titles received (in special library) from blanket shipping order and marks copies for (1) multiple purchase (2) single purchase (3) rejection	2	2	3324	09	0985	556	6	7	1	09
005 Decides upon receipt of new titles sent in place of original order whether to (a) accept title (b) send to dept. chairman for review (c) return title to jobber or publisher	2	2	3324	09	0985	455	6	7	1	09
113 Selects books and other materials to be purchased by memorial fund	2	1	3324	09	0925	555	6	7	1	09
862 Evaluates requests from staff members for purchase of new titles and recommends to acquisition dept. in scientific library	2	1	3224	09	0625	576	6	8	2	09
053 Discusses and explains in medical library practices and policies regarding purchase of titles suggested by staff	2	2	2324	07	0668	666	7	7	2	11
050 Approves or disapproves suggestions from users for purchase of titles for library specializing in medical and scientific matters	2	2	3324	10	0628	566	6	7	2	09

#.	task	area	action	P.S.	TE	WF	GED	TT	TaT.	P.D.	
1599	Refers to or confers with immediate supervisor about requests for (a) large expenditures (b) materials of questionable value in scientific library	2	1	2224	10	0968	555	7	7	3	11
1240	Decides whether or not to order new copies of damaged titles or have deteriorated copies rebound or repaired, that titles are available for purchase	2	1	3224	09	0928	555	6	7	1	11
0574	Accepts or rejects recommendations from staff members to microfilm selections from magazines, journals, etc.	2	2	3324	09	0928	555	6	7	1	09
1479	Selects music scores by reviewing available sources for university music library	2	1	3324	09	0985	585	6	7	2	11
1142	Reviews lists of serials &/or continuation and makes decision regarding recommendations to subscribe.	2	2	3324	09	0925	556	6	8	1	09
1588	Reviews standard lists of serials and continuations and produces recommended lists for purchase and description	2	1	3324	09	0625	435	6	7	1	09

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0996	Approves or disapproves applications for subscriptions to magazines or journals in college library	2	1	3224	09	0928	566	6	7	2	09
0895	Selects titles for university departmental libraries by reviewing standard sources and consulting with faculty and graduate students	2	2	3324	09	0665	556	6	7	2	11
1381	Consults selected staff, readers, &/or personal knowledge before making decision to purchase new publications for scientific library	2	1	3324	09	0968	676	6	8	2	11
1266	Reviews comments from branches regarding new journals or periodicals acquisition of possible interest to scientific patron and (a) approves or disapproves for subscription (b) consults branch librarians for further information	1	1	3224	09	0928	556	6	7	1	11
1410	Decides on basis of personal evaluation whether or not subscription to scientific journals will be renewed and so informs acquisition dept.	2	1	3214	09	0928	566	5	7	2	11
1335	Evaluates requests for titles not in library and decides whether to purchase single or multiple copies or to request through interlibrary loan	2	1	3324	09	0918	555	7	7	2	10

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaL	P.D.
1233	Evaluates requests for titles not in library and not available on inter-library loan to determine whether or not to purchase.	2	2	3323	09	0928	555	6	7	2	09
0036	Evaluates staff requests for titles in medical library and determines (a) title be recommended for purchase (b) request be rejected (c) title be borrowed from another facility	2	1	3324	09	0928	556	7	7	2	10
1531	Determines title submitted by patron is not in collection and (a) orders and/or (b) obtains through interlibrary loan	2	2	3224	09	0917	535	6	6	2	10
0144	Evaluates recommendation from staff for discarding obsolescent titles and takes action	2	2	3224	09	0986	455	6	7	1	09
0314	Approves or disapproves recommendations from staff to process periodicals by binding, microfilming or discarding	2	1	3224	10	0925	455	6	7	1	09
1004	Identifies titles unsuitable for binding or not in print and schedules for future microfilming	2	2	3224	04	0845	454	5	6	1	09

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0383	Reviews suggestions from dept. heads in medical library regarding list of titles to be discarded, evaluates suggestions, and makes final decision on disposition	2	1	3224	09	0688	455	5	7	2	09
0297	Evaluates titles weeded by branches (scientific library) and on basis of age, condition, personal evaluations, etc. agrees or disagrees with branch decision	2	1	3224	10	0682	556	6	7	2	11
1495	Approves all discards and permanent withdrawals of materials from library	2	1	1224	10	0842	435	6	6	1	11

ORDER/SEARCH/SERIALS, PROFESSIONAL

#	task	area	action	P.S.	TE	WF	GED	WT	TT	TaT.	P.D.
0369	Evaluates jobber policies, procedures, and programs and recommends changes when appropriate and in the best interest of library	2	1	3224	10	0628	545	6	7	2	09
0123	Negotiates with vendors and jobbers over acquisition of rare and out of print materials	2	1	2324	10	0668	546	6	8	7	11
0204	Reduces to writing description of ordering process including descriptions, steps, and symbols used	2	1	3124	10	1025	536	7	7	7	11
0504	Maintains want list for out of print titles and bids on, makes proposals, etc. when titles become available	2	1	3324	10	0927	546	6	8	2	11
1195	Approves and signs letters of transmittal to jobbers and publishers for orders of books and AV materials	2	2	3213	04	0644	435	4	6	1	11
1358	Determines on basis of priority and complexity distribution of book order slips for verification by staff in U acquisition dept.	2	1	3224	04	0845	434	5	6	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1241	Provides clerk with completed book order form and instructions to determine if title has been ordered or is in the library collection	2	2	3224	04	0645	424	4	(5) 7	1	09
0610	Determines verification sources to be used in checking completed book order form and instructs clerk	2	2	3114	04	0645	434	4	(5) 7	1	11
0343	Confers with supervisor when unable to arrive at decision regarding subscription to journals	2	2	3224	09	0668	536	6	7	2	11

ORDER, TECHNICAL ASSISTANT, ACCOUNTING

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0506	Prepares monthly budget summary for U library acquisition dept. showing expenditures and balance by account number for each month	2	2	3115	03	0324	454	4	6	3	11
0023	Prepares reports for memorial fund book donors	2	1	3224	07	0725	435	3	6	1	10
0367	Assigns budget account numbers for all new orders	2	2	3113	03	0584	444	2	5	1	11
0380	Operates accounting machine to maintain accounts by account number and jobber for U library purchase orders	2	2	3111	02	0184	343	2	5	1	11
0965	Tabulates on machine by totaling (for each budget area) estimated expenditures for new titles for month past	2	2	3115	03	0384	333	4	5	2	11
0004	Compares dealer's statements claiming nonreceipt of payment against library records to determine if invoice has been paid and/or requests evidence of payment from branch or system library and budget office	2	2	3125	03	0227	434	3	5	2	11

#	task	area	Action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0157	Records on book order form account codes to which ordered items are to be charged	2	2	3112	03	0184	333	2	(4) 5	1	11
1497	Checks invoice vouchers for mathematical errors before sending to supervisor for approval	2	2	2121	03	0282	333	2	(4) 5	1	11
0573	Converts foreign currencies to U.S. dollars on purchase order forms and routes invoices to checkwriter for payment	2	2	3113	02	0324	433	3	(4) 5	1	11
0694	Checks foreign invoice against dollar conversion tables to verify vender's bill	2	2	3113	12	0484	223	2	(4) 5	1	11

task

0713

Consults with departmental librarian over nature, priority, and complexity of book order requests

area action

2 1

P.S.

TE

WF

GED

WI

TT

Tat.

-P.D.

0593

Selects jobber or publisher to receive book orders

2

2

1324

Consults with colleagues over special foreign language &/or subject matter peculiarities on book order forms

2

1

3224

09

0668

435

5

(5)

1

11

0224

Evaluates written order slips to determine appropriateness of order

2

1

3224

09

0628

435

5

6

1

09

1041

Examines titles received under examination copy plan and determines dept. with in library to receive title for evaluation and possible purchase

2

1

2224

09

0645

435

5

6

1

09

0601

Telephones publishers, jobbers, etc. for orders of unusual expense, rush, etc.

2

2

3113

03

0824

334

2

(5)

1

11

0387

Verifies typed order slips before they are routed to purchasing

2

2

3112

02

0225

334

2

(5)

1

09

106

#	task	area	action	P.S.	TE	WF	GED	WI	IT	TaT.	P.D.
0943	Accepts new books and authorizes books to be collated	2	2	3113	04	0448	424	4	(5) 6	1	10
0710	Identifies incomplete orders and: (a) writes facts for supervisors (b) prepares credit slip	2	2	3114	10	0225	334	2	(5) 6	1	11
0408	Verifies new titles received and instructs clerk to destroy original order slip	2	2	3123	04	0445	424	4	(5) 6	1	10
0168	Prepares letter to jobber describing nature of incorrect order and action library wishes to take	2	2	3124	07	0425	434	4	(5) 6	1	10
0509	Selects and revises (if necessary) form letter to jobber or publisher	2	2	3124	10	0625	335	3	(5) 6	2	09
0456	Supervises, controls, and monitors personal book purchases by staff	2	2	3113	03	1158	343	3	(5) 6	1	09
0502	Verifies and completes book order forms using foreign language in U acquisition dept.	2	2	3115	10	0424	535	3	6	2	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0603	Checks standard tools for author information, publication data, and price to prepare purchase order for new titles	2	1	3112	12	0185	434	3	(5)	2	11
0485	Verifies data on order forms by checking verification sources	2	2	3115	12	0287	434	3	(5)	1	11
1388	Completes order card consisting of author, publisher and other data for titles to be included in consideration file	2	2	3111	02	0184	334	2	(4)	1	11
0265	Checks all order slips for accuracy	2	2	3111	12	0282	333	2	(4)	1	11
0751	Reviews order forms from patron and checks to see if title is on order, if title has been purchased and is on file, and whether information supplied on order form is complete	2	2	3113	01	0217	333	2	(4)	2	09
0842	Searches card catalogues and order files to ascertain if titles received under examination plan are in collection or on order	3	2	3112	03	0287	334	3	(4)	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaH.	P.D.
0042	Checks card catalog for new fiction and non-fiction titles and other materials to determine if titles are in catalog	2	2	3113	02	0287	333	3	(4) 6	2	09
1590	Checks order files to ascertain whether new title requested on order slip is on order	2	2	3111	02	0287	233	2	(4) 5	1	11
0723	Checks order files and catalog files to determine if ordered title is a reorder and if so, notes on order form	2	2	3113	02	0187	423	3	(4) 6	1	11
1294	Compares catalogs against standard collection--building tools and notes titles not in collection	2	2	3122	03	0285	334	3	(4) 0	1	11
1521	Verifies by research identity of author if card is in card catalog and notes on author card any new reference sources used	2	2	3124	10	0687	435	5	6	3	11
1334	Finds new titles listed in the union catalog and provides information for typist to type duplicate cards	2	2	3112	04	0447	444	4	6	2	09

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0625	Checks card catalog for previous listing of new titles and finding new title present, writes necessary data for processing of titles	2	2	3112	03	0484	334	3	(4)	1	11
0161	Checks standard tools for data and information to complete cards in new titles	2	2	3212	02	0587	344	3	(5)	1	11
0008	Checks standard tools for cataloging information for titles on which no LC card is available	2	1	3112	02	0587	435	4	(5)	1	11
1365	Answers questions and adjusts complaints from branch libraries and patrons regarding non-delivery and/or delivery time of journals by checking master file of subscriptions	2	2	3223	08	0647	535	4	6	1	11
1344	Examines requests for serial back issues and replacements and orders materials following specific guidelines	2	2	3214	10	0685	434	4	(5)	2	09
1251	Writes form letters to jobbers requesting copies of non-delivered journals, periodicals, etc.	2	2	3113	02	0424	324	3	(5)	1	11

ORDER/SEARCH/SERIALS, SENIOR CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1440	Matches with original order slip newly arrived books and materials	2	2	3113	03	0282	233	2	(3) 5	1	11
1510	Checks new books against original order forms to insure correct delivery	2	2	3113	03	0282	233	2	(3) 5	1	09
0321	Inserts original order card in new books and places book aside	2	2	3113	02	0285	283	1	(3) 5	1	11
1589	Checks received materials against packing slip, initials packing slip and sends to billing	2	2	3113	02	0224	323	3	(4) 5	1	11
0445	Opens new AV materials received and checks against original purchase order	2	2	3111	03	0281	233	2	(3) 5	1	11
1244	Checks new AV materials received against original invoice to insure proper delivery	2	2	3113	03	0282	233	2	(3) 5	1	09
0074	Checks titles on storage shelf against each order of IC cards received	2	2	3111	02	0287	333	3	(4) 5	1	11
0249	Opens and collates new titles according to accepted practices	2	2	3213	02	0281	187	1	(1) 5	1	11

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#	task	area	action	P.S.	TE	WF	GED	WI	TI	Taf.	P.D.
0741	Selects form letter to be sent to jobber upon receipt of incorrect order	2	2	3114	03	0225	324	3	(4) 5	1	09
0454	Retrieves from files original order forms when jobber's invoice arrives	2	2	3113	02	0287	233	2	(4) 5	1	11
0418	Approves checks purchase orders received against original order submitted	2	2	3113	02	0285	233	2	(4) 5	1	09
0088	Examines jobber's invoices and writes price for new titles on original order slip	2	2	2111	02	0184	223	1	(4) 5	1	11
0510	Maintains list of titles purchased by acquisition unit and provides monthly report of total orders	2	2	3115	03	0384	333	2	(4) 5	1	11
0173	Enters accession number of new titles in accession book	2	2	3113	02	0184	123	1	(4) 5	1	11
1396	Accepts gifts to library and transmits to classification for evaluation and decisions on whether or not gifts should be included in collection	2	2	2223	03	1121	224	3	5	2	07

#	task	area	action	P.S.	TE	WF	CED	WI	TT	TaT.	P.D.
0480	Arranges for disposal of surplus books and materials to local library or by way of surplus book sales	2	2	3225	04	0825	323	3	(4) 5	3	11
0666	Types from prepared draft information on purchase order form and gives completed form to supervisor for inspection	2	2	3111	02	0114	334	2	(4) 5	2	11
1467	Types book order forms for titles reviewed under examination plan	2	2	3111	02	0184	334	1	(4) 5	2	11
1397	Prepares book order form for mailing; if order must be prepared, sends to billing for payment	2	2	3115	06	0425	333	2	(4) 5	1	11
1502	Types purchase orders for titles to be purchased and sends to jobber	2	2	3111	02	0124	334	2	(4) 5	2	11
0117	Types upon instruction from supervisor purchase order for purchase of titles under examination plan	2	2	3111	02	0114	334	1	(4) 5	2	11
0178	Writes order form by copying publication date, budget account number, and date ordered	2	2	3111	02	0184	233	2	(4) 5	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0608	Logs in date and number of journals, serials subscriptions, etc. received in master file and forwards copy to appropriate branch	2	2	3112	02	0124	433	3	(4) 5	1	11
1464	Maintains current card file of magazine and newspaper subscriptions and logs issues as received	2	2	3111	02	0587	223	2	(4) 5	1	11
1048	Maintains alphabetical file of cards for all subscriptions indicating beginning subscription date, title, and number of copies received	2	2	3111	02	0587	323	2	(4) 5	1	11
0162	Maintains history card for periodicals and continuations	2	2	3112	02	0187	333	2	(4) 5	1	11
0083	Maintains payment card for all subscriptions	2	2	3112	02	0387	233	1	(4) 5	1	11
0064	Reviews files to determine if serials and/or continuations are on order	2	2	3111	02	0287	333	2	(4) 5	1	11
0881	Notifies supervisor when expected subscriptions do not arrive on time	2	2	2113	03	0227	123	1	(3) 5	1	09

ORDER/SEARCH/SERIALS JUNIOR CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0163	Maintains address files of publishers, jobbers, and suppliers of materials	2	2	3111	02	0587	233	2	4	1	11
0974	Maintains files of completed order forms	2	2	3111	02	0587	333	2	4	1	11
1074	Files copies of completed order forms	2	2	3111	02	0587	233	2	4	1	11
0533	Sorts and files book order slips after serialization is completed	2	2	3111	02	0587	233	2	4	1	11
1438	Examines files of order slips purchase orders, and other materials and discards files six months old or more.	2	2	3211	02	0287	323	2	4	1	11
1066	Types form letters and envelopes to accompany order cards to jobbers and publishers	2	2	3111	02	0184	334	2	4	1	11
0806	Types form letters to jobbers requesting explanation of overdue book orders	2	2	3113	02	0184	334	2	4	1	11
0762	Sends upon instruction rejected titles to jobbers and/or publisher with completed form letter summarizing information on rejected titles	2	2	3113	03	0414	234	2	4	1	11

#	task	area	action	P.S.	TE	WF	GED	MI	TT	TaT.	P.D.
1538	Places microform card on micro-reader and records appropriate cataloging data	2	2	3112	02	0184	323	2	4	1	11
1091	Transcribes author and publication data to request forms from standard tools summarizing and reviewing new titles	2	2	3111	02	0184	333	1	4	1	11
0095	Files for later consideration order requests for unpublished titles	2	2	3111	02	0587	233	2	4	1	11
1285	Photocopies title page of titles for which order clip has been received and data is not contained in microform index	2	2	3111	02	0184	212	1	3	1	11
1539	Trims photocopy of title page to order slip size and staples to	2	2	3211	12	1184	127	1	2	1	11
0279	Maintains file of comments of journals reviewed, examined, and rejected	2	2	3213	02	0587	323	2	4	1	11
0481	Types form letters for claiming undelivered magazines	2	2	3113	02	0184	334	2	4	1	11
0886	Sends to branches lists of journals for which subscriptions are about to expire, and solicits recommendations for renewal or termination	2	2	3113	03	0124	323	2	4	2	11

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#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1472	Sets dial on automatic stamping machine for purchase order number, current date and vender code number and stamps each order	2	2	3111	02	0184	222	1	3	1	11
0388	Sends to cataloging dept. and reader services dept. copies of typed book order forms	2	2	3113	02	1124	182	1	3	1	09
0624	Opens new titles received and checks for damage	2	2	3113	03	0282	283	1	3	1	11
0499	Stamps and initials in-voice received from vendors and forwards all but one copy to accounting dept.	2	2	3111	02	0124	112	1	2	1	11
0058	Inserts order card and signed form in envelope and lays aside for posting	2	2	3111	02	0281	181	1	1	1	11
1197	Checks LC proof slip date files for new non-fiction titles	2	2	3111	02	0287	123	1	③ ₄	1	11
1204	Checks LC proof slip date files for new fiction titles	2	2	3111	02	0287	123	1	③ ₄	1	11
1277	Checks for LC number on titles not in master file in microforms index and pulls card	2	2	3112	02	0287	333	3	4	1	11

#	task	area	action	P.S.	TE	WF	GED	WL	TT	TaT.	P.D.
0734	Checks standard tools against list of damaged titles to determine if titles are still available for purchase	2	2	3222	03	0287	434	3	5	1	11
0792	Submits to supervisor book order forms involving unusual cost, vague and incomplete information, rush requests, etc.	2	1	2224	03	0628	334	3	5	1	11
0801	Checks card catalog for author's name for new titles	2	2	3112	12	0287	434	3	5	2	11
0295	Gives typist information to type order slips for purchase of new titles	2	2	3115	04	0745	434	4	5	1	11

CATALOG, PROFESSIONAL

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0479	Identifies and implements changes in classification policies and procedures for library	3	1	3114	09	0945	536	7	7	7	11
1075	Evaluates changes in cataloging numbers and subject numbers on ordered catalog cards to determine whether to revise library standards to agree with new procedures developed for categorizing specific areas	3	1	1224	09	0987	546	6	7	7	09
0982	Trains colleagues in procedures for completing descriptive cataloging of foreign language titles	3	2	3125	07	0457	436	5	7	5	11
1332	Examines non-fiction titles to determine general subject matter, specific uses of material, and/or special interest material	3	2	3115	09	0688	546	5	6	2	09
1060	Catalogs and processes all AV materials in university using L.C. system	3	1	3114	03	0587	435	5	6	1	11
0202	Catalogues new non-fiction titles using IC MARC tapes as source and adapting to library system	3	1	3114	03	0587	535	5	7	2	11

#	task	area	action	P.S.	TE	WF	GED	WL	TT	TaT.	P.D.
1585	Assigns call numbers to new titles using LC system	3	1	3112	12	0587	434	4	(5) 7	1	11
0132	Classifies non-fiction titles using the Dewey Decimal System	3	1	3114	03	0587	535	5	7	2	11
0907	Assigns Dewey Decimal System call numbers to non-fiction title making sure number meets computer programming requirements	3	1	3113	12	0587	535	5	7	2	11
1605	Catalogs technical and scientific materials and new titles using Dewey Decimal System and relays to clerk	3	1	3114	03	0587	535	5	7	2	11
0578	Translates from Foreign languages, information necessary to complete descriptive cataloging of title	3	2	3115	12	0487	446	4	7	4	09
0334	Classifies foreign language titles in university library and checks conclusions with librarian	3	2	3214	03	0587	436	4	(6) 7	2	11
0986	Determines subject classification of non-fiction titles by consulting standard tools and types on book slip	3	1	3114	03	0587	535	5	7	2	11
1323	Determines number of analytical entry cards needed for new titles	3	1	3114	10	0685	535	5	(6) 7	1	09

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0855	Determines cross reference subject headings for new serials and writes title and cross reference data for key punch operator	3	2	3114	10	0687	434	4	⑥ 7	1	11
0254	Finds new titles not in standard tools and produces appropriate cataloging data using Dewey Decimal System or cards provided by publisher and transmits data to typist to produce pockets and cards	3	1	3115	03	0547	545	5	7	2	11
0096	Notes changes in title of a serial or periodical and changes records in classification system beginning with effective issue	3	1	3113	02	0187	233	3	④ 7	2	11
0149	Examines and checks all titles cataloged by staff	3	2	3112	12	0647	544	5	⑥ 7	1	11
1236	Maintains and updates authority files	3	2	3112	02	0587	434	4	⑥ 7	1	11
1103	Assigns subject headings to pamphlets and materials for pamphlet files using standard library tools and library system	3	2	3114	10	0587	435	4	⑥ 7	1	09
1147	Supervises filing of materials in reference library	3	2	3115	04	0847	535	4	⑥ 7	2	11

CATALOG LIBRARY TECHNICAL ASSISTANT

#	task	area	action	P.S.	TE	WF	GED	WI	IT	Tat.	P.D.
0740	Checks general catalog for new book orders received and if in collection, records call number on order form	3	2	3111	12	0187	434	3	(4) 6	1	11
0817	Determines through research personal knowledge, or observation if author is writing under penname, types author card using penname and cross references penname with real name, if known	3	2	3124	10	0687	535	5	6	3	11
0527	Checks catalog and shelf list for form of author's name for new fiction titles, and types author card	3	2	3112	03	0184	284	2	(4) 6	2	11
0092	Checks catalog; new shelf list, and/or order file for form of author's name and types on book slip accompanying non-fiction titles	3	2	3111	02	0184	334	3	(4) 6	2	11
0227	Verifies by research, identity of new author when author card is not in catalog and types author card according to format noting reference sources used in verification	3	2	3114	10	0687	435	5	6	3	11

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#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0104	Underlines author on title page using LC cards as a guide and notes discrepancies	3	2	2111	02	0384	283	1	(4) 6	1	11
0922	Checks shelf list for data for producing preliminary classification cards	3	1	3112	03	0587	433	3	(5) 6	1	11
0726	Compares manuscript card with title page of new title and amends or adds to card according to prescribed instructions	3	2	3112	03	0284	334	3	(5) 6	2	11
1499	Encloses title of new titles with slash marks	3	2	2111	02	0184	182	1	(2) 6	1	11
0260	Notes on title page, descriptive cataloging has been completed by initialing and dating and placing mark under author's name	3	2	3111	12	0125	333	1	(4) 6	1	11
1366	Compares LC proof slip with title page of non-fiction title and types descriptive cataloging information on book slip	3	2	3111	02	0184	233	2	(4) 6	2	11
0054	Puts approved manuscript card in title and places on "completed" shelf, initials and dates next process card, and routes title to subject cataloging dept.	3	2	3113	02	0725	223	1	(4) 6	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0419	Completes changes and revisions as instructed and types on manuscript card and routes to subject cataloging card	3	2	3115	03	0624	535	5	6	2	11
0541	Classifies fiction titles using Dewey Decimal System	3	1	3115	02	0587	434	4	5	1	11
0511	Checks LC call numbers against code book prepared by staff when assigning call numbers to new titles	3	2	3112	12	0287	434	3	4	1	09
0103	Writes call number on title page of new titles	3	2	2111	02	0184	132	1	3	1	11
1119	Writes classification number and other information on designated page of new title	3	2	2111	02	0184	233	1	4	1	11
0296	Compares prepared catalog cards received with new copies of titles, serials, or volumes against card catalog	3	2	3113	02	0287	334	2	5	1	11
1544	Edits all information on LC card and gives to flexowriter operator who cuts tapes for cards	3	2	3115	12	0625	434	4	5	2	11
1056	Checks on publisher ordered catalog cards (a), subject heading against headings used in library (b) catalog number against library cataloging system, and makes appropriate changes	3	1	3115	12	0284	434	4	5	1	11

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#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0235	Reconciles library cataloging procedures to data on prepared catalog cards	3	1	3112	03	0484	334	3	(5) 6	1	11
0134	Revises printed cards received with new titles to accommodate library classification system procedures	3	1	3112	03	0484	334	3	(4) 6	2	11
0184	Checks LC cards for new titles against main catalog file and shelf list and modifies LC cards according to library procedure	3	2	3115	03	0287	435	5	6	1	11
0634	Determines number and kinds of entry cards to be used in cataloging process	3	1	3114	10	0685	535	5	6	1	09
1546	Prepares for typist, data to be types on subject, author, and other cards	3	2	3113	12	0745	334	3	(5) 6	1	11
1420	Determines nature and kinds of cards needed for new books	3	2	1124	10	0945	434	5	6	3	09
0331	Determines number of entry cards required for new titles	3	1	3114	10	0685	535	5	6	1	09
0580	Determines number and kind of cross reference cards needed for new titles	3	1	3114	10	0685	535	5	6	1	09
0185	Checks catalog card against cutter catalog and assigns cutter number	3	1	3115	12	0587	435	4	6	2	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1416	Assigns cutter number to foreign language books	3	1	3114	02	0687	435	4	6	1	11
0063	Writes date code in all new titles	3	2	2111	02	0184	132	1	3	1	11
0373	Arranges in alphabetical order and sets aside for later examination all titles for which LC cards and classification information are not available.	3	2	3113	02	0587	283	2	3	1	11
0414	Checks for accuracy typed catalog cards	3	2	3112	12	0245	334	2	4	1	09
0868	Stamps titles withdrawn from circulation and pulls and destroys catalog cards	3	2	3112	02	0287	433	3	4	1	11
0289	Examines card catalog and replaces soiled and damaged cards	3	1	3311	02	0184	233	1	4	1	11
0375	Translates titles or materials from foreign languages into English	3	2	3215	03	0484	436	5	6	7	09
0835	Orders supplies needed for cataloging dept. based on inventories and estimated work load	3	2	3222	09	0985	434	5	6	3	11

CATALOG, SENIOR CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0497	Telephones for biographi- cal data authors not established in official card catalog	3	2	3213	03	0524	325	3	5	2	11
1132	Writes form letters for biographical data to authors not established in official card catalog	3	2	3113	03	0424	324	3	5	2	10
1338	Operates terminal machine to produce catalog cards from tapes	3	2	3111	02	0184	233	1	4	1	11
1280	Organizes by priority new titles received for cata- logging before proceeding with review	3	2	3113	03	0985	383	3	4	1	09
0291	Types on book slip, des- criptive information from title page of fiction titles	3	2	3111	02	0184	233	2	4	2	11
1064	Identifies fields and types code numbers for keypunching on book slip accompanying non-fiction titles	3	1	3111	02	0184	233	1	4	1	11
1354	Codes manuscript card for printer and routes card to editor for checking	3	2	3111	02	0124	233	1	4	1	11

CATALOG, JUNIOR CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1505	Types cards for catalog upon receipt of book processing form, which describes steps.	3	2	3111	02	0184	233	2	4	1	11
1378	Types author and subject cards from LC cards for titles to be included in university popular reading room	3	2	3111	02	0484	234	1	4	1	11
0739	Types shelf list card for non-fiction titles	3	2	3111	02	0184	334	2	4	1	06
0514	Separates by type, computer processed perforated catalog cards	3	2	2111	02	0281	282	2	③ 4	1	11
1177	Cuts reproduced catalog cards, sorts by type of card and routes to batching	3	2	2111	12	0284	322	2	③ 4	1	11
1262	Files, following completion of cataloging, original LC cards and paper tapes	3	2	3111	02	0587	333	2	4	1	11
0315	Files new master shelf list cards in master shelf list file	3	2	3111	02	0587	333	3	4	1	11
0865	Inventories cataloging dept. supplies biannually	3	2	3122	02	0382	333	4	4	3	11
0518	Produces number of catalog cards required by using multi-lith machine or photocopy equip.	3	2	3112	02	0184	222	2	3	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1101	Shelves new books alphabetically by first letter only	3	2	3213	02	0287	282	1	3	1	11
0522	Produces microfiche photograph by operating machine	3	2	3111	03	0184	323	2	3	1	11
0353	Accepts from acquisition dept. new titles and serializes (a) titles using stamping machine and (b) one copy of book order form	3	2	2111	02	0184	132	1	3	1	11
0406	Cuts paper and card stocks of varying thickness by using guillotine or other machine	3	2	3111	02	1184	127	1	2	1	11

BINDERY, PROFESSIONAL

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0317	Establishes processing policies for library	3	1	1224	09	0945	656	8	8	7	10
1272	Writes manual explaining processing procedures and policies for library	3	1	3224	04	1085	656	7	7	6	11
1287	Determines binding policies and procedures for journals and magazines including color, kind of binding, etc.	3	1	3224	10	0985	434	3	(5) 7	2	11

BINDERY, LIBRARY TECHNICAL ASSISTANT

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0056	Updates bindery control file	3	2	3112	02	0587	223	2	(4) 6	1	11
1492	Gathers and collates monographic materials for binding and prepares instruction form for each group of materials	2	2	2125	03	0241	334	2	(4) 6	2	11
0992	Instructs clerk to send materials and equipment for binding or other maintenance following annual check	3	2	3224	04	0448	434	4	6	1	11
1166	Sends to bindery with instructions selected journals and magazines to be bound into annual volumes	3	2	3112	04	0744	434	4	(5) 6	2	10
0380	Examines newly cataloged books by examining spine label, pockets accession number, etc.	3	2	3111	03	0282	333	3	(4) 6	1	11
0345	Checks cataloged new titles to make sure book pockets have been inserted book cards are included, spine labeling has been completed, etc.	3	2	3113	03	0282	455	4	6	1	11
1380	Types spine labels for new books copying from written forms	3	2	3111	02	0184	333	2	(4) 5	1	06

BINDERY, SENIOR CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0337	Types information from forms on book pockets for new titles	3	2	3111	02	0184	234	1	(4) 5	1	06
1171	Types information for new fiction titles on book pocket	3	2	3111	02	0184	234	1	(4) 5	1	06
1242	Types identification material and places on new non-print materials as instructed	3	2	3111	02	0184	234	2	(4) 5	1	06
0494	Types pockets, cards, etc., from previously supplied information	3	2	2111	02	0184	233	1	(4) 5	1	11
1137	Operates keypunch machine	3	2	3112	02	0184	233	1	(4) 5	1	11
0037	Checks magazines, journals, etc. returned from bindery and compares condition of bound volumes against original order	3	2	3113	10	0282	323	3	(4) 5	1	11
0724	Checks for indexing, spine labeling, card pockets, and color bound volumes of journals received from bindery and shelves	3	2	3113	02	0257	334	3	(4) 5	2	11
1033	Collects quarterly unbound issues of journals, sends to bindery with specific instructions as to color, label, etc.	3	2	3112	03	0525	283	2	(4) 5	2	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1184	Writes ownership data and replacement costs for typed label for new films, tapes, etc. in AV department	3	2	3113	02	0745	334	3	5	1	11
1456	Prepares purchase orders for titlès to be sent to bindery	3	2	3112	03	0124	334	2	(4) 5	2	11
0401	Sorts bound journals received from bindery by branch libraries	3	2	3111	02	0281	183	2	(3) 4	2	11

BINDERY, JUNIOR CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1487	Types paper labels for non-waterproof book coverings	3	2	3111	02	0884	233	2	4	1	10
0505	Types linen strip labels to be placed on waterproof book coverings	3	2	3111	02	0184	233	2	4	1	11
1475	Processes art prints and films by assigning accession numbers	3	2	3111	02	0585	333	2	4	1	11
0376	Color codes new titles according to special characteristics	3	2	2111	02	0115	182	1	3	1	11
0729	Assigns accession numbers to all new print materials	3	2	3111	02	0152	233	1	3	1	11
0389	Hand letters non-print titles and materials with identification marks	3	2	2111	12	0184	223	1	4	1	11
1350	Types ownership labels for AV materials	3	2	3111	02	0184	233	2	4	1	06
1540	Stamps accession number in new titles	3	2	2111	02	0184	187	1	1	1	06
0800	Perforates all new books with ownership marking using perforator	3	2	3111	02	0184	187	1	1	1	06
1160	Places ownership stamp in designated places on new titles	3	2	2111	02	0184	187	1	1	1	06

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0629	Places identifying symbols numbers, stamps, and marks on new books	3	2	2113	02	0184	133	1	3	1	11
0114	Examines book to determine type of spine-label required	3	2	2111	02	0285	187	2	1	1	11
1317	Places spine label on book in designated place	3	2	2111	02	1185	187	1	1	1	11
0919	Places, as directed, spine label and other information on spine of new titles	3	2	2111	02	0114	133	1	3	1	11
0861	Glues spine label on book as directed, and secures	3	2	3111	02	1114	187	1	1	1	11
0366	Shelacs over spine labels on new books	3	2	2111	02	1183	187	1	1	1	11
0151	Letters call number on non-print materials using indelible ink pens	3	2	2111	12	0124	133	1	3	1	11
0558	Glues book pocket in back of book	3	2	2111	02	1185	187	1	1	1	06
0845	Glues pockets in new books and inserts typed book card in book pocket for each new title	3	2	3111	02	0285	187	1	1	1	10
1100	Operates glueing machine	3	2	3111	02	1184	187	1	1	1	11
0080	Cleans and maintains glueing machine by performing simple maintenance and cleaning processes	3	2	3111	02	1185	112	1	3	2	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0243	Prepares paperbacks for circulation by reinforcing spine with mylar and placing pressure sensitive tape on cover	3	2	2111	02	1184	187	1	1	1	11
0378	Reinforces pamphlets, booklets, etc.	3	2	2111	02	1183	187	1	1	1	11
1372	Inserts pamphlets in binders for storage	3	2	2111	02	0587	187	1	1	1	11
1006	Sands with sandpaper cartons (microfilm boxes, tape boxes) before glueing on identification labels	3	2	2221	02	1183	187	1	1	1	06
1125	Affixes ownership labels to AV materials	3	2	2111	02	1185	187	1	1	1	11
0180	Processes new filmstrips and tapes by attaching trailers and leaders	3	2	3111	02	1183	187	1	1	2	11
1316	Repairs torn pages in damaged books	3	6	3212	02	1183	187	2	2	1	11
1002	Mends broken tape boxes, record albums, etc.	3	2	2111	02	1183	187	1	1	1	11
0014	Prepares newspaper clippings by glueing and stapling on blank pages for files	3	2	2211	02	1184	187	1	1	1	11
1498	Operates binding machine to attach prescribed covers and plastic bindings to large reports or materials	3	2	3112	03	1118	221	2	3	1	11

PATRONS SERVICES, SPECIAL ACTIVITIES, PROFESSIONAL

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0271	Initiates and monitors user services and other studies, receives and analyzes verbal and written reports, and takes action accordingly, affecting long-range procedures in college library	6	1	1324	09	0945	566	7	7 8	6	10
1385	Adjusts or refers via telephone, personally, or by letter complaints about library services and programs	6	2	3223	05	0624	435	5	6 8	3	11
0977	Sets up with student involvement a plan for student activities in university library	6	1	3324	09	0965	546	7	7	4	11

PATRONS SERVICES, SPECIAL ACTIVITIES, LIBRARY TECHNICAL ASSISTANT

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0124	Screens requests for use of library meeting rooms to determine appropriateness of request	6	1	3224	09	0648	424	6	6	2	09
1483	Schedules special workshops in library by arranging for facilities and materials to be available	6	1	3224	04	0825	424	6	6	7	11
0191	Schedules showing dates for previews of films at university	6	1	3222	04	0825	333	4	5	1	11
0631	Schedules use of meeting rooms makes equipment available, provides overall arrangements, etc.	6	2	3223	04	0845	334	4	5	2	11
1172	Approves or disapproves requests from student groups to display art and other graphics in college RMS	6	1	3224	09	0648	484	4	6	2	09
1318	Coordinates tours to library by scheduling and assigning guides from staff	6	2	3225	04	0844	435	6	6	3	11
0857	Conducts tours and technical discussions of library facilities, procedures, and policies for visiting professionals	6	1	3225	04	0824	535	6	6	4	11

PATRON SERVICES, SPECIAL ACTIVITIES, JUNIOR CLERK

	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0568	Maintains weekly calendar of events for display in library and for publication	6	1	3222	02	0524	384	2	4	2	11
0112	Prepares space, facilities, etc. for library sponsored conferences, workshops, etc.	6	2	2225	03	0915	283	3	4	2	11

#

task

area action

P.S.

TE

WF

GED

WI

TT

Tat.

P.D.

0607

Designs AV approaches for college level curricula based on interviews conducted with instructors, students and others

6 1

3324

09

0955

666

7

8

7

11

0987

Works with university faculty to plan AV uses including (A) the preparation of classes, (B) preparation of teachers (C) sequencing of material (D) producing objectives

6 1

2224

07

0955

556

7

8

7

11

1015

Develops and implements systems changes in CC AV dept. such as shifting system from reel to cassette tapes

6 1

3224

04

0948

565

7

8

6

10

0192

Explains operation of ULL to faculty members

6 2

3125

07

0658

424

5

5

1

11

1571

Explains to faculty members various AV approaches available in university AV center

6 1

3225

07

0658

556

5

7

2

11

1185

Initiates discussions with faculty over use & role of AV materials in design and presentation of college coursework

6 1

1324

07

0968

535

7

7

4

11

140

150

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1423	Seeks out university faculty members and attempts to develop interest in curriculum development using AV materials	6	1	1224	07	0658	566	7	7	2	11
0145	Works with faculty members in developing short-term conferences and institutes involving multi-media	6	1	2324	07	0955	556	7	7	7	11
0630	Meets with graduate students and faculty on informal basis to gain insights toward library needs and services in university setting	6	1	1324	09	0668	556	7	7	2	11
1603	Assists CC faculty members to conceptualize courses in terms of multimedia approach	6	2	2225	11	0955	465	7	7	3	11
0012	Provides consultant services to faculty on use of AV equipment	6	1	3125	07	0654	424	5	6	7	11
0552	Assists university faculty members to "program" courses in terms of specifying objectives and selecting curriculum formats to produce objectives	6	1	2224	07	0955	556	7	7	7	11
0649	Serves as liaison between college and technical staff in specifying objectives, designing format, producing, editing, and evaluating multi-media courses	6	1	3325	11	0828	556	6	7	7	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1133	Serves as liaison between instructor and AV technicians in production of AV materials at university level	6	2	3225	05	0868	436	6	7	5	11
1253	Coordinates faculty serving as resource persons in university library	6	2	3225	04	0848	546	6	7	7	11
1151	Approves scheduling test demonstration of AV equipment and materials	6	2	3224	04	0848	323	4	5	2	10
1243	Tests demonstration AV equipment, reviews staff recommendations, and on basis of own and staff reactions, recommends for purchase	6	1	3224	10	0665	534	6	6	3	11
0903	Writes detailed justification to accompany recommended purchases of expensive AV equipment	6	1	2224	10	0985	565	6	7	5	10
1276	Evaluates malfunctioning AV equipment and decides (A) local maintenance is possible (B) outside maintenance required (C) equipment should be traded (D) equipment should be discarded	6	1	3224	10	0684	434	5	6	2	11

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#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0582	Evaluates damaged AV materials and decides (A) local maintenance possible (B) outside maintenance required (C) materials be traded in (D) materials be discarded	6	1	3224	10	0684	433	4	(5) 7	2	11
1211	Makes decisions regarding damaged films: (A) send film for treatment (B) turn in for trade (C) discard (D) repair on-site	6	1	3224	10	0684	433	4	(5) 7	2	11
0231	Establishes maintenance guidelines and procedures for equipment in university AV center	6	1	3224	10	0845	435	5	(6) 7	5	11
0834	Accepts ro rejects recommendations from staff regarding maintenance of AV equipment in college RMC	6	1	3324	10	0965	555	8	7	2	11
15105	Establishes subject matter and departmental priorities for use of AV equipment in university activities	6	2	3224	09	0845	524	5	(5) 7	1	10
0581	Assigns staff members in college materials development dept. to reproduce recorded tapes, 8MM films, etc. requested by students	6	2	3324	04	1148	434	4	(6) 7	1	10

#	task	area	action	J.P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0583	Approves requests of faculty members to use staff and equipment of AV dept. for curriculum review and development	6	1	3224	09	0648	485	4	(6) 7	1	10
0172	Constructs special pieces of equipment (Not available on market) to fulfill needs in AV center	6	1	2325	11	0915	654	7	7	6	11
1120	Examines annually inventory of AV materials to identify outdated materials, &/or those receiving little use, and recommends whether materials should be left in inventory	6	1	3324	10	0687	433	6	(6) 7	2	11
0639	Reviews consideration file of AV materials and recommends to supervisor purchase of selected materials	6	2	3324	09	0625	535	5	7	3	09
0250	Annotates filmstrips, loops, transparencies, etc.	6	2	3124	10	0625	565	4	7	3	09
1079	Writes narratives for filmstrips, loops, transparencies, etc.	6	2	3124	11	0685	546	7	7	4	09
0336	Produces discussion guides for films, records, and other AV materials	6	1	3224	09	0625	556	5	7	3	11

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#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0228	Evaluates usage patterns of films on lease of rental and decides whether to continue or discontinue renting or leasing arrangements or to purchase films	6	1	3224	10	0622	435	6	(6) 7	2	09
0302	Plans and develops tours & orientation sessions of RMC for entering freshmen and new faculty in CC library	6	2	3224	04	0825	455	4	(6) 7	4	11
0166	Develops a plan of action to alleviate educational problems with students in university library by evaluating intake interviews	6	1	3324	09	0965	546	7	7	4	11
0955	Develops interview guides for use with students using learning laboratory in college	6	2	3224	09	0625	536	6	7	2	11
0963	Conducts weekly interviews with university students enrolled in learning laboratory programs to determine progress and chart needed changes	6	1	3324	10	0665	546	6	7	3	11
1593	Determines if college students request for technical assistance in preparing AV materials (A) is related to course work, (B) is appropriate	6	2	3224	09	0648	484	4	(6) 7	1	10
1174	Assists students in preparing oral and written reports using AV materials in college	6	2	3324	07	0758	455	5	(6) 7	3	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0281	Administers and interprets standardized tests for college students in IL	6	2	3113	02	0844	555	5	7	3	11
0827	Interprets standard test results produced in CC IL	6	1	3224	10	0654	455	5	7	1	09
0656	Meets with interdepartmental faculty committee involved in establishing counseling and guidance policies for individual college students with personal, educational, and other problems	6	1	3324	11	0638	555	7	7	4	10
0368	Identifies needs of students coming to IL and directs them to appropriate faculty member for counseling, guidance and remedial education	6	2	3224	09	0638	536	6	7	2	11
0069	Provides upon request individualized and informal counseling opportunities for university students in library	6	1	3324	09	0678	536	7	7	2	11
0050	Conducts individual counseling sessions involving university students having educational problems	6	1	3324	09	0678	536	7	7	3	11
0068	Conducts group counseling sessions involving university students having educational problems	6	1	3324	09	0678	536	7	7	4	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0618	Monitors student activities in U LL and identifies and attempts to work with problem students	6	2	3324	09	0678	556	7	7	7	11
0664	Sets up student record books and data collection schemes for students enrolled in U. LL	6	1	3224	10	0925	545	6	⑥ 7	3	11
0864	Examines student files and approves or disapproves university credit on the basis of attendance, achievement, etc. for students enrolled in U. LL	6	1	3224	10	0684	535	5	⑥ 7	1	09
0778	Consults with college students regarding library services	6	1	1325	05	0658	455	5	7	1	11
0078	Prepares with cooperation of students, a prescription &/Or planned course of action in college LL.	6	1	3325	10	0975	555	5	7	2	11

PATRONS'S SERVICES, AUDIO VISUAL, LIBRARY TECHNICAL ASSISTANT OR TECHNICAL ASSISTANT

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1154	Reviews journals, brochures and other publications to screen AV equipment and produce lists of equipment for possible review	6	2	2324	09	0685	434	6	6	3	09
1460	Reviews new AV equipment to familiarize self with operation to (A) instruct staff and students in operation, (B) perform minor maintenance	6	1	1115	02	0684	424	5	(5) 6	3	11
0492	Lists AV equipment to be examined for purchase	6	2	3222	02	0624	334	4	6	2	11
1210	Schedules jobbers to display and demonstrate AV equipment for staff Eval.	6	1	2222	03	0817	218	2	(4) 6	2	11
0871	Schedules, reviews, and tests competing AV equip. and recommends to supervisor	6	1	3224	10	0782	333	3	(5) 6	2	11
0517	Discusses with supervisor and recommends AV equip. needs for learning center	2	1	3224	09	0668	545	6	6	2	11
0830	Prepares for typist catalog list of AV materials available in learning center	6	2	3115	03	0185	334	3	(5) 6	3	11
1110	Provides in-service training for students in operation maintenance, etc. of AV equip	6	1	3115	07	0854	434	4	(5) 6	2	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0391	Explains record-keeping procedures to students in U LL.	6	2	3115	07	0458	334	4	(5) 6	2	11
0696	Conducts intake interviews of students requesting services in U. LL	6	2	3324	10	0628	335	6	6	2	11
0057	Explains operation of university AV center to students, faculty and visitors	6	2	3225	06	0444	335	5	6	2	11
1061	Explains to students purposes of LL in university	6	2	3225	07	0658	425	5	(6) 7	2	11
1092	Recommends equip. and materials to students to use in personal programs in university library	6	2	3224	07	0658	545	6	6	1	11
1486	Produces list of films on university campus with (A) annotated descriptions. (B) day and time films are to be scheduled for preview	6	2	3115	07	0685	424	6	6	4	11
1297	Selects and invites CC faculty to film previews	6	1	3224	04	0825	324	4	6	1	10

PATRONS' SERVICES, AUDIO VISUAL, SENIOR CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0070	Conducts informal inventory by walking about building and examining operation of AV equipment	6	2	3224	10	0682	483	3	5	2	11
1226	Describes malfunctioning AV equipment and transmits information for typing	6	2	3123	03	0425	434	5	5	2	11
0910	Notifies serviceman of problems with AV equipment and authorizes repairs	6	1	3123	03	0422	434	5	5	2	11
0878	Assists staff in working out job problems for off-campus AV materials production jobs--where to go, what to do, techniques required, etc.	6	1	3224	11	0748	334	4	5	2	10
1062	Arranges by telephone and teletype machine for clearance to use computer	6	2	2115	03	0424	334	2	5	1	11
0097	Explains computer printout of test results to college instructor	6	2	3115	07	0658	444	4	5	2	11
0229	Allocates and schedules scarce equipment and materials in AV center	6	2	3214	04	0947	324	4	5	1	10
1480	Demonstrates to student and faculty use of AV equip. in U. library	6	2	3115	07	0454	424	4	5	2	11

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#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1508	Instructs students in setting up and operating a variety of reading and teaching machines	6	1	3115	07	0454	424	4	5	2	11
0567	Schedules in service training of staff in use of new equipment in university AV center	6	2	3115	04	0848	424	4	5	1	10
1141	Provides clerical assistance to faculty members in university library	1	2	2125	03	0515	324	3	5	1	11
0335	Maintains daily, weekly, monthly and quarterly statistical records of participation in university instructional LL	6	2	3115	03	0384	333	2	5	2	11

PATRONS' SERVICES, AUDIO VISUAL, JUNIOR CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0101	Maintains security in university AV facility by locking up available equipment controlling keys, and conducting personal inventories	6	1	3115	03	0287	323	2	4	2	11
1597	Examines teacher approval forms presented by college students for consumable AV materials and supplies	6	2	3113	02	0217	333	2	4	1	09
0018	Fills requests for AV materials "over the desk"	4	2	3111	02	0511	222	4	4	1	11
1201	Maintains card index of AV materials	6	2	3112	02	0587	333	3	4	1	11
1418	Maintains inventory of AV equipment in dept.	6	1	3112	02	0587	333	2	4	1	11
0208	Conducts quarterly inventory of equipment and materials in university AV facility	6	2	3115	02	0587	333	2	4	4	11
1073	Maintains inventory of video tapes and films in RMC	6	2	3112	02	0587	333	3	4	1	11
0914	Arranges with media center for AV equipment to be used in university level classes	6	2	3113	03	0814	224	2	4	1	11
0958	Files AV materials returned by patron	6	2	3113	02	0587	333	2	4	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0015	Assigns students in learning center to faculty members for intake interviews	6	2	3323	03	0845	313	3	4	1	11
0767	Scores (using key) standard tests completed by students in CC LL	6	2	3111	02	0224	233	1	4	1	09
0019	Operates recording tape duplicating machine	6	2	3111	02	1184	323	2	4	2	11
0905	Examines and test operates new AV equipment to insure proper functioning	6	2	3113	12	1184	324	2	4	2	11
0537	Checks AV machines and sets aside malfunctioning equip.	6	2	3112	12	1184	323	2	4	2	11
0052	Performs first echelon maintenance on wide array of AV equipment	6	1	3112	02	1182	333	3	4	2	11
01353	Examines and troubleshoots AV equipment in response to requests from users	6	1	3214	10	1112	333	4	4	1	11
0465	Checks out and sets up U self-instructional center tape recorders, film projectors, etc.	6	2	3113	03	1115	222	4	4	1	11
0697	Checks students in and out of U AV self-instructional center by examining ID cards	6	2	3111	02	0212	182	1	3	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1439	Inspects by eye all 8MM films returned by patron	6	2	3111	02	0282	282	1	3	1	09
0059	Rewinds & inspects film	6	2	3111	02	1184	187	1	① 3	2	11
1412	Checks films (16MM) returned by running film through film inspection machine	6	2	3111	02	1184	283	1	3	1	11
0667	Operates film cleaning machine	6	2	3111	02	1184	187	1	① 3	1	11
1186	Operates splicing machine	6	2	3111	02	1184	187	1	① 3	1	11
1218	Splices tapes, filmstrips, etc. using simple tools such as scissors, transparent tape etc.	6	2	3123	02	1183	187	1	① 3	2	11
0428	Makes minor splicing repairs to damaged 16MM films revealed by inspection and sets aside films requiring major maintenance	6	2	3113	02	1184	187	1	① 3	1	11
0719	Inspects record discs returned by patrons by removing from jacket and examines for breaks, scratches, etc.	6	2	3111	02	0282	187	1	1	1	11
1343	Cleans record discs returned by patrons by wiping gently with a damp cloth	6	2	3111	02	1183	187	1	1	1	06
1070	Determines malfunctioning AV equipment requires more than simple maintenance and sets aside	6	2	3222	09	0682	257	3	3	2	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0377	Monitors tape decks and when malfunctions occur, calls technician	6	2	3111	03	1122	181	1	2	7	11
1457	Inspects for erasures, etc. by playing recording tapes returned by patron	6	2	3111	02	0284	182	1	3	2	11
1406	Checks inventory of AV materials and identifies materials requiring repairs	6	2	3322	10	0682	281	2	2	3	11
0755	Operates microfilm reader printer	6	2	3111	02	0184	281	2	2	1	11
0236	Inserts microfilm negative in microfilm machine to display negatives as requested	6	2	3112	02	1114	212	1	3	1	06
0017	Files microfilm and other materials alphabetically by title	6	2	3111	02	0587	283	1	3	1	11

CIRCULATION, PROFESSIONAL

#	task	area	action	P.S.	TE	WF	GED.	WI	TT	Tat.	P.D
0725	Identifies statistical data to be tabulated and filed in circulation dept.	4	2	1224	10	0945	545	4	⑥ ₇	7	09
0467	Writes reports summarizing activities in circulation dept.	4	1	2224	07	0725	455	5	⑥ ₈	3	10
0652	Establishes filing policies in university library circulation dept.	4	1	1224	09	0945	535	8	7	7	10
0339	Designs and develops procedures for transferring library materials from branches to main library	4	2	3324	04	0945	534	6	⑥ ₇	7	11
1267	Establishes circulation system for AV equipment in CC library	4	1	1224	09	0945	535	3	⑥ ₇	7	10
1302	Evaluates and revises circulation system for AV equipment and materials	4	1	3224	10	0985	535	7	⑥ ₇	7	11
1562	Supervises and assigns staff in circulation dept.	4	2	3224	04	0848	434	4	⑤ ₇	1	10
1355	Conducts inventories	4	2	3112	02	0384	333	3	④ ₇	7	11
1118	Makes decision on reduction of fines or cancellation of charges when patron questions or complains about billing either in person, by telephone or by letter	4	1	3224	09	0624	435	4	⑥ ₇	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0127	Writes letters responding to inquiries or complaints regarding services or activities of circulation dept.	4	2	3224	11	0625	435	5	(6) 8	2	10
0292	Serves on circulation desk and provides informal reference services to users in special library	4	1	3225	07	0657	555	5	7	2	11
0190	Examines titles requiring mending or binding and decides whether title is to be (a) discarded (b) mended in library (c) sent to bindery	4	2	3224	10	0681	383	2	(4) 7	1	09
0086	Notes gaps in journal and periodical collections and recommends to supervisor whether library should purchase back issues or microfilm copies	4	2	2224	09	0627	535	6	(6) 7	1	09

CIRCULATION, LIBRARY TECHNICAL ASSISTANT

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat	P.D.
1548	Arranges staff schedules to insure proper coverage of library during evenings, holidays, weekends, etc.	4	2	3114	04	0845	334	3	⑤ ₆	1	11
1578	Supervises activities at circulation desk and shifts staff depending on patron traffic and needs	4	2	3224	04	0848	434	4	⑤ ₆	1	11
0702	Serves on information desk of library and guides patrons to depts. and other locations where required services can be provided	4	2	2123	03	0428	324	2	④ ₆	1	11
0122	Serves on adult circulation desk to be available to adult patron to discuss needs	4	2	1323	05	0658	455	5	6	2	11
1519	Inspects by reading all new application cards for complete and accurate information	4	1	3112	12	0282	334	3	④ ₆	1	09
0121	Reviews completed applications for library cards and determines whether to issue card on the basis of information on the application forms	4	2	3114	10	0685	324	4	⑤ ₆	1	09
0158	Responds to complaints for non-delivery of reserve books by checking for reasons and relaying same to patron	4	1	3223	08	0647	524	4	⑤ ₆	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0133	Selects titles for popular reading room in the university library	4	1	3324	09	0625	555	6	6	2	09
0851	Selects titles to be placed at circulation desk monthly from new acquisitions	4	1	3324	09	0685	435	5	6	1	11
1187	Checks charge records, charts and other files to trace missing materials after routine checking has been unsuccessful	4	2	3125	03	0217	434	3	5 6	2	11
0822	Examines and verifies all fine charges in excess of specified amount	4	2	3113	03	0384	333	2	4 6	1	11
0450	Authorizes the mailing of overdue notices to patrons	4	2	3113	04	0648	334	4	3 6	1	09
0470	Supervises form letter process to patron with overdue titles	4	2	3224	04	0848	334	4	5 6	1	09
1493	Authorizes final notice form letters to be mailed to patrons with overdue titles	4	2	3113	04	0648	334	4	5 6	1	09
1465	Discusses with patrons issues regarding charges against patrons for overdue titles	4	1	3123	08	0668	434	6	5 6	1	11
1339	Resolves overdue materials problems such as patron being charged for titles in stacks	4	2	3124	05	0648	434	4	5 6	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TI	TaI.	P.D.
0028	Determines title under search is lost and starts process of notifying catalog dept. to remove cards from catalog	4	2	3124	10	0628	434	3	(5) 6	1	09
1598	Supervises clerks in stacks and determines work assignments based on work flow	4	2	3225	04	0848	444	4	(5) 6	1	10
0384	Reviews shelves and selects titles in deteriorated condition, of excessive age, and for lack of use, and sets aside	4	2	3224	10	0682	435	6	6	1	11
1169	Inventories stacks with dept. heads using shelf list to check for obsolescence and withdrawals	4	2	3224	09	0667	435	6	6	3	11
1057	Checks shelf list against stacks to make sure they correspond	4	2	3112	02	0287	433	3	(5) 6	1	11
0233	Checks stacks to identify missing serials or continuations and prepares order card accordingly	4	2	3112	03	0287	233	2	(4) 6	2	09
0349	Inventories shelves and checks against circulation records and shelf lists to determine if titles are still in system	4	2	3112	03	0287	333	3	(4) 6	2	11

#

0107

task

Checks overdue list
and determines whether to
send list to finance
offices for collection

area action

4 2

P.S.

2124

TE

10

WF

0682

GED

333

WI

2

TT

4

TaT.

1

P.D.

09

CIRCULATION. SENIOR CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0863	Transmits punched tape materials to computer via telephone module	4	2	3115	12	0484	334	1	5	2	11
1551	Types input data for computer using "on-line" keyboard device	2	2	3111	12	0184	234	6	5	2	11
1156	Corrects errors on daily "printout error listing" for circulation dept. by checking printout against original records	4	1	3115	02	0287	434	4	5	1	11
1583	Explains as requested circulation rules and regulations in library	4	2	3115	07	0458	434	5	5	2	11
1461	Writes letters over signature of supervisor to go to patrons with overdue titles	4	2	3224	09	0724	334	6	4	5	11
0828	Telephones patrons with overdue titles	4	2	3112	03	0424	334	4	5	1	11
0209	Telephones patron with overdue books after fourth postcard notice	4	2	3113	05	0424	224	4	5	1	11
1255	Requests (a) in person, (b) by telephone, or (c) via transmission of overdue slips, that staff members with overdue titles return same	4	1	3113	05	0834	334	4	5	1	11

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#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0597	Determines amount to charge patron for lost title by (a) consulting tools (b) determining age, approximate condition and replacement costs.	4	2	3224	10	0327	334	3	5	1	11
0688	Checks to determine if title requested by patron on reserve order form is (a) in circulation (b) in stacks (c) elsewhere	4	2	3112	03	0517	333	2	4 5	1	11
0284	Directs transfer of titles from one library branch, dept. etc. to another	4	1	2113	04	0841	434	4	5	4	11

CIRCULATION, JUNIOR CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TI	Tat.	P.D.
1524	Examines book card and pocket information to be sure both match before checking out books to patrons	4	2	3111	02	0282	233	1	4	1	09
1364	Searches for correct book card of title presented by patron for checkout in which incorrect book card has been placed previously	4	2	3115	01	0217	333	3	4	1	11
0285	Serves on circulation desk in university self-instructional center and checks out tapes programmed instructional materials, etc., to students upon request	4	2	3113	03	0114	223	1	4	1	11
0094	Serves on circulation desk and receives lost articles and checks identification for claim of articles	4	2	3223	01	0221	213	2	4	1	11
0513	Checks out AV materials to patrons	4	2	3111	02	0114	233	1	4	1	11
0341	Processes circulation card by (a) stamping with patrons information (b) punching circulation card and book card. With patrons data for later machine tabulation	4	2	3115	02	0124	323	1	4	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1163	Sorts and counts book cards daily and compiles circulation record	4	2	3111	02	0581	233	2	4	1	11
0400	Files circulation cards by call number	4	2	3111	02	0587	333	2	4	1	11
1550	Locates book card by due date for returned titles, checks card against book pocket information, and places card in book pocket	4	2	3111	02	0287	333	3	4	1	11
0102	Logs in returned AV materials (films, art prints, records, etc.) and sends to examination clerk	4	2	3111	02	0124	233	2	4	1	11
0047	Takes daily circulation count of books and AV materials	4	2	3112	03	0582	233	2	4	1	11
0108	Maintains daily, weekly, and monthly statistical records of activities, and requests in circulation dept.	4	2	3111	02	0387	333	2	4	1	11
1377	Estimates number of date due cards needed for next day	4	2	3223	10	0985	333	4	4	1	10
0953	Types upon request by patron list of all materials checked out to patrons and posts	4	2	3113	02	0124	334	2	4	2	11
1315	Examines for completeness, reserve form presented by patron and quizzes patron for information not provided	4	2	3112	02	0624	334	2	4	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0045	Arranges all request forms in alphabetical order by author prior to searching for titles	4	2	3113	02	0587	283	2	4	1	11
0653	Processes renewal requests by (a) checking to see if title is on reserve (b) checking date due to determine whether patron has exceeded allowed time and if not, stamps new date due on book card	4	2	3113	02	0214	323	2	4	1	11
0484	Checks card catalog, shelf, etc. for title upon presentation of book reserve form by patron and advises accordingly	4	2	3111	02	0217	333	3	4	1	11
0749	Locates book card for book already in circulation and attaches reserve order form completed by patron	4	2	3111	02	0517	333	2	4	1	11
1421	Marks with identification symbol book cards for titles in circulation for which a reserve order has been received.	4	2	3113	02	0184	333	2	4	1	11
1606	Searches stacks for titles upon receipt of call slips	4	2	3111	02	0217	333	2	4	1	11
1022	Locates reserve book upon presentation by patron of postcard received from library	4	2	2113	02	0217	323	2	4	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1573	Verifies printouts of overdue titles and follows up	4	2	3115	03	0724	334	3	4	1	11
1234	Checks stacks in search of overdue titles	4	2	3111	02	0287	233	2	4	1	11
1284	Sends form letter to patrons with overdue bills	4	2	3113	02	0184	334	2	4	1	11
1071	Computes fine on overdue books completes fine form, and routes to billing	4	2	3111	02	0324	333	2	4	1	11
0757	Records on copy of patron's bill receipt of payment for damaged, lost, or destroyed titles and forwards money for deposit	4	2	3112	02	0124	233	2	4	1	11
1121	Locates patron's registration card in bill file upon request from patron to pay bill, computes total fine, and collects money	4	2	3113	02	0317	333	2	4	1	11
0627	Computes monthly report of fine income by using adding machine (or hand count) from monthly cumulative list	4	2	3111	02	0384	233	2	4	1	11
0293	Determines cost of damaged or destroyed titles by checking files and prepares form letter to go to patron requesting payment for damaged or lost title	4	2	3113	02	0787	334	2	4	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1484	Fills out receipt for patron upon payment of fine attaches second copy to paid bill, and destroys bill	4	2	3113	02	0124	232	2	4	1	11
1574	Notifies cataloging dept. of lost titles by completing simple form instructing cataloging to remove titles from files	4	6	3113	02	0424	233	1	4	1	11
0961	Operates electric cash register	4	2	3111	02	0314	332	2	4	1	11
0424	Marks shelves in main library and reference areas with classification numbers for easy location by patron and shelving clerks	4	2	2111	02	0124	333	3	4	1	11
0524	Retrieves materials in stacks upon request for microfilming	4	2	3113	02	0217	433	2	4	1	11
1557	Sorts titles returned to circulation desk by division subject, etc., and sets aside for later shelving	4	2	3111	02	0587	233	1	4	1	11
0784	Arranges titles by call number and places on book cart	4	2	3111	02	0587	333	2	4	1	11
1591	Shelves titles (fiction, non-fiction, and journals) in library stacks employing Dewey Decimal System	4	2	3213	12	0287	333	2	4	1	05

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0079	Shelves non-fiction books according to Dewey Decimal System	4	2	3111	02	0287	343	3	4	1	11
0356	Files alphabetically by author, tpaes, slides and other AV materials in university self-instruction center	4	2	3111	02	0587	333	2	4	1	11
1223	Participates in "shelf reading" by examining shelves to determine if titles are properly placed and carded	4	2	3111	03	0287	333	1	4	1	11
1265	Maintains file of missing issues of journals and periodicals	4	2	3111	02	0587	323	2	4	1	11
1144	Operates input terminal on circulation desk by inserting patron's badge and book card; upon receipt of both from terminal, examines printout for irregularities and finding none, inserts book card in pocket and returns badge	4	2	3111	02	1114	123	1	3	1	11
1494	Changes cartridge in input terminal to accommodate length of time book can be checked out	4	2	3111	12	1184	122	1	3	1	11

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#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1085	Operates input terminal on circulation desk by inserting patron's badge and card and upon receipt of printout, finds rejection of patron's badge, takes prescribed action ranging from repeating process to refusing patron access to service	4	2	3111	02	0624	322	2	3	1	11
1329	Operates input terminal on checkout desk by inserting card from returned titles and upon receipt of printout either places book on cart for shelving or on reserve desk	4	2	3111	02	0684	283	1	3	1	11
1050	Sets up daily date due machine	4	2	3111	02	1185	121	1	2	1	11
0350	Serves on circulation desk in special library and performs routine checkout functions for scholarly and medical titles	4	2	3111	02	0114	333	1	3	1	11
0779	Operates checkout machine at circulation desk	4	2	3111	02	0384	232	1	3	1	11
0422	Examines date due cards of returned books and determines (a) fine is not due and sets book aside, (b) fine is due, computes amount of fine	4	2	3111	02	0384	332	1	3	1	09

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0687	Removes date due card from books received from patron determines whether or not book is overdue	4	2	3111	02	0212	323	1	3	1	09
0697	Computes fines using standard fine chart	4	2	3113	02	0324	232	1	3	1	11
0579	Checks in returned overdue books and materials from students and checks students' names off overdue list	4	2	3113	02	0214	323	1	3	1	09
0927	Examines for damage titles returned to library	4	2	2111	10	0282	282	1	3	1	09
0257	Stamps date-due cards for next day	4	2	2111	02	0114	187	1	1	1	11
0594	Stamps date due slips in books	4	2	3111	02	0114	281	1	2	1	06
1111	Checks circulation desk area daily to be certain book cards are cleared out of circulation area at close of business	4	2	3111	02	1185	181	1	2	1	11
1426	Identifies returned titles for which reserve order has been made by noting identification symbol on book card and sets book aside for reserve	4	2	3113	02	0281	283	2	3	1	11
1451	Inserts reserve order form (with patron's name) in titles and shelves alphabetically by last name of patron	4	2	2111	02	0287	282	1	3	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1533	Inserts reserve slip in book and files alphabetically by name of patron requesting book	4	2	3113	02	0517	282	1	3	1	11
1232	Notifies patron of availability of book on reserve by (a) telephoning (b) mailing notice	4	2	3113	02	0424	223	2	3	1	11
0203	Telephones staff member who requested new title that title is available for checkout	4	2	3113	02	0424	223	2	3	1	11
0644	Notifies patron of arrival of requested new titles	4	2	3113	02	0424	223	2	3	1	11
1209	Removes from special display table each new journal after brief display and places in proper sequence on shelf with regular back issues	4	2	3221	03	0587	333	2	3	1	11
1089	Sorts titles on book cart according to location areas and arranges numerically or alphabetically by information on book spine	4	2	3111	02	0587	333	2	3	2	11
1611	Moves titles to circulation desk from stacks and from circulation desk to stacks using book cart	4	2	2111	02	1111	187	2	1	1	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1490	Reads shelves in university popular library and removes titles two years old and over	4	2	3211	02	0287	223	1	3	1	11
1129	Packs materials in boxes for branches, units, etc. and marks delivery location on top of box	4	1	2111	02	0281	182	1	3	2	11
0238	Marks packed cartons in loading center with place of delivery (school, branch library, system library, etc.) and delivery date	4	2	2111	02	0124	122	2	3	1	11
0716	Inspects materials in patron's possession, (library books, textbooks and briefcases) at checkout points	4	2	3111	02	0222	182	1	3	1	11

INTERLIBRARY LOAN, PROFESSIONAL

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1430	Approves or disapproves staff requests for use of interlibrary loan services	6	1	3113	10	0618	485	4	(6) 7	1	10
1528	Approves or disapproves requests for interlibrary loan based on need, complexity, borrower, and other factors	6	1	3224	09	0625	535	4	(6) 7	1	09

INTERLIBRARY LOAN. LIBRARY TECHNICAL ASSISTANT

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT:	P.D.
0201	Sorts all mail, telephone, and TWX requests for interlibrary loan and assigns to appropriate staff.	6	1	3224	04	0845	434	4	(5) 6	1	11
0941	Assigns interlibrary loan requests to staff members and follows up by periodic checking	6	2	3125	04	0848	434	4	6	1	11
1254	Gives titles requested in interlibrary loan to clerk with instructions for processing	6	2	3113	04	0845	434	4	(5) 6	1	11
0294	Searches files to determine availability of AV materials and equipment requested through interlibrary loan	4	2	3113	02	0517	333	2	(4) 6	1	11
0898	Verifies all requests for interlibrary loan	6	2	3124	04	0225	535	4	6	2	11
0897	Searches stacks for titles requested in interlibrary loan	6	2	3113	03	0287	433	1	(4) 6	1	11
0016	Approves interlibrary loan orders for materials to leave unit	6	2	3124	04	0625	525	5	(5) 6	1	09

INTERLIBRARY LOAN, SENIOR CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
0009	Processes interlibrary loan application for titles requested to be placed on reserve and not in library or on order	4	2	3112	03	0414	434	3	5	2	11
0106	Maintains file for all titles circulating in interlibrary loan	6	2	3111	02	0587	453	3	5	1	11
0372	Determines by checking card catalog if material requested through interlibrary loan is available	6	2	3113	03	0237	333	2	(4)	1	11
0187	Operates TWX machine with dataphone attachment	6	2	3113	02	0124	334	2	5	1	11
1230	Operates TWX machine by sending and acknowledging receipt of messages	6	2	3113	02	0124	334	2	5	1	11

INTERLIBRARY LOAN, JUNIOR CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0130	Checks files for institutional patron information requesting title through interlibrary loan and sets titles aside for pickup	4	2	3113	02	0287	323	3	4	1	11
0728	Maintains files of all books requested through interlibrary loan	6	2	3111	02	0587	333	2	4	1	11
0840	Notifies patrons by form letter or TWX of availability in time of article requested through interlibrary loan	6	2	3113	02	0424	233	2	4	1	11
1322	Telephones or notifies patron via postal card when title requested through interlibrary loan has arrived	6	2	3113	02	0424	223	2	3	1	11
0971	Assigns borrower's number to all new requests for interlibrary loan materials	6	2	3111	02	0187	233	2	4	1	11
1331	Writes order forms for search information for titles requested through interlibrary loan	6	2	3113	02	0114	323	2	4	1	11
0258	Types order forms for search of files for titles requested through interlibrary loan	6	2	3111	02	0124	334	2	4	2	06

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1482	Files typed cards for interlibrary loan materials in interlibrary loan file	6	2	3111	02	0587	333	2	4	1	11
1352	Types cards with identifying information such as name of library, title, author, call number, patron's name, date due, etc., for interlibrary loan title received from another library	6	2	3113	02	0184	334	1	4	1	11
1227	Examines calendar noting date due for interlibrary loan materials and telephones or sends form letter to patron requesting return of materials	6	2	3113	02	0224	233	2	4	1	11
0490	Completes photocopy request form for reproduction of materials	6	2	3113	02	0114	223	1	13	1	11
1288	Files by date of availability interlibrary loan requests for films, art materials, etc.	6	2	3111	02	0587	223	2	3	1	11
0530	Separates and staples received TWX messages for interlibrary loan materials and services	6	2	3111	02	1184	187	1	1	1	11
1054	Marks on desk calendar date titles are due from interlibrary loan	6	2	2111	02	0184	223	2	3	1	11
0841	Maintains TWX machine by loading tapes, paper, & ribbon	6	2	3112	02	1183	117	1	1	1	11

REFERENCE, PROFESSIONAL

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1161	Anticipates long-range needs of reference service and accumulates materials accordingly	5	1	3324	09	0925	566	6	8	7	11
0478	Interviews instructors, students and others to determine specific course objectives	5	2	3224	09	0925	556	7	8	7	11
0621	Evaluates requests from faculty &/or students for assistance in reference services and on basis of workload of staff, appropriateness of request, etc. assigns staff members or rejects request	5	1	3224	09	0948	455	6	8	2	10
1259	Provides specialized subject matter reference services to faculty and advanced graduate students in university dept. library	5	1	3125	10	0717	566	7	8	3	11
0570	Serves as an adviser to Ph.D. students	5	1	3325	07	0978	556	7	8	3	11
0665	Selects reference tools for library	5	2	3324	09	0625	566	6	7	2	09
0623	Selects reference materials for college level library by consulting faculty, reviewing standard library tools, and examining use of reference materials	5	1	3324	09	0665	566	6	7	2	11

#	task	area	action	P.S.	TE	WF	GED	WI	IT	Tat.	P.D.
0463	Arranges and schedules conferences involving library staff and faculty or advanced graduate students to identify new reference material needs	5	1	3324	04	0925	556	7	7	4	11
1208	Conducts and supervises in-service training for faculty and students in use of library tools and relating one tool to another	5	2	3325	04	0858	536	6	7	4	11
0681	Plans and develops in-service training for faculty and students in use of library tools (reference works, etc.) and relating one tool to another (that is, books to tapes, etc.)	5	1	3224	04	0955	556	7	7	7	11
1552	Conducts conferences involving library staff and faculty to identify new reference material needs	5	2	3225	04	0858	436	4	6	3	11
1516	Designs and develops training programs on reference activities for nonprofessional staff	5	1	3324	04	0925	436	6	7	7	11
0323	Conducts training programs on reference activities for non-professional staff	5	1	3225	04	0858	435	4	6	3	11
1217	Determines and selects filing system for reference service in library	5	1	1224	10	0947	535	7	7	7	10

#	task	area	action	P.S.	TE	WF	GED	WI	TI	Tat.	P.D.
0303	Maintains and updates card file of frequent hard to locate questions with source of information and answers for use in provision of reference services in adult library	5	1	3125	02	0987	535	5	6	1	11
0529	Serves on reference desk to continue and maintain user contacts in college-level library	5	1	3323	05	0665	455	5	7	2	11
0596	Responds on telephone for reference services and de-cides, based on own judgment of degree of difficulty whether to (a) have patron hold (b) return the telephone call with the answer	5	2	3224	09	0627	545	4	7	1	11
1604	Searches files, standard sources, etc., for general, abstract, and/or theoretical information requested on telephone by staff and relays conclusions or recommendations by telephone	5	2	3125	10	0717	545	7	7	3	11
0491	Prepares specific reference reports by searching files and assembling materials as requested	5	2	3224	06	0827	535	5	7	3	11
0711	Provides upon recommendation by college faculty, in-depth counseling and guidance to individual students in reference services	5	2	3224	07	0657	545	5	6	2	11

#	task	area	action	P.S.	TE	WF	GED	WI	TI	Tat.	F.D.
0860	Assists students in use of reference services and locating reference materials in college library upon request	5	2	3124	07	0654	435	5	⑥ ₇	2	11
0793	Provides assistance and guidance to students in locating leisure time reading, listening, and other materials.	5	2	3323	09	0637	485	6	7	1	11
0438	Produces in special library upon telephone request, bibliographies, reading lists, titles in specific areas, identifies articles and page numbers requested, and routes materials to person requesting same	5	2	2225	10	0617	546	5	7	3	11
0838	Visits college classes to understand academic programs improve quality of services offered by RMC	5	1	3224	11	0928	565	7	7	3	11
1523	Schedules and supervises publication of annual list of serials and journals in collection	5	2	3115	04	0848	435	4	⑥ ₇	6	11
1301	Produces as requested special indices	5	2	2215	03	0517	434	3	⑤ ₇	3	11
0346	Evaluates faculty requests for the preparation of bibliographies or reference materials and determines whether or not to assign staff members to fill request	5	1	3224	09	0948	455	5	7	2	10

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Provides reference ser-

vices in college library

and refers unanswered

questions to librarian

Makes outside telephone

calls for information

requested by staff and

not available in special

library files

Provides technical assis-

tance to staff in medical

library regarding use of

catalog system and refer-

ence search.

Edits request forms from

medical staff members for

reference services

Abstracts special materials

on a particular subject area

as requested by patron in

scientific library

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REFERENCE, LIBRARY TECHNICAL ASSISTANT

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1115	Refers patron to appropriate persons in the library to answer specialized questions beyond own knowledge	5	1	3223	05	0628	233	4	(4) 6	1	11
0951	Serves on information desk and answers simple reference questions from patrons	5	2	2223	10	0527	434	4	(5) 6	2	11
0528	Serves on information desk and answers questions regarding assistance and library services	5	2	2223	07	0428	334	3	(4) 6	1	11
0150	Directs patron when questioned to specific subject area locations in the library	5	1	3123	04	1128	283	3	(4) 6	1	11
0796	Rearranges material in vertical files to accommodate changing political, social, etc., scene	5	2	3114	09	0787	444	3	(5) 6	2	11
1018	Files materials in vertical files using standard tools	5	2	3212	02	0587	434	3	(5) 6	1	11
1321	Selects and determines among applicants who is to receive service in reference library	5	2	3224	09	0628	435	4	6	1	11
0099	Produces annually list of serial and journal subscriptions held by library	5	2	3115	03	0787	434	4	(5) 6	2	11

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0995	Reviews vertical files and removes obsolete and dated material	5	2	3314	10	0657	444	7	6	1	11
1568	Prepares, upon request by patron, simple and specific bibliographies from standard reference and library tools	5	2	3225	03	0517	435	4	6	3	09
1328	Prepares upon request list of works by one author	5	1	3213	03	0117	434	3	5 6	3	11
1600	Reviews standard reference tools for information and/or data requested by staff and telephones answers	5	2	3125	03	0717	435	3	6	2	11

REFERENCE, CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1476	Operates Sanders 720 reader printer terminal to retrieve reference information from files	5	2	3115	03	0514	434	4	5	1	11
1052	Clips marked newspaper articles, magazine articles, etc.	5	2	3111	02	1184	181	1	2	1	11

PATRONS' SERVICES, PHOTO LAB, TECHNICAL ASSISTANT

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area action
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task

Supervises microfilming
program in U library
Supervises U students
working in photography
laboratory

1096
1036

115

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PATRONS' SERVICES, PHOTO LAB, SENIOR CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	T&T	P.D.
1351	Edits 16MM film	6	2	3114	09	0684	424	4	5	3	11
0521	Examines for defects micro-filmed materials returned from processor by scanning material in microfilm reader	6	2	3124	10	0684	384	2	5	1	11
1215	Checks developed microfilm for acceptability and re-films if necessary	1	1	3113	02	0682	323	2	3	1	11
0248	Operates cameras including still, 35MM, 16MM, etc.	6	2	3115	03	0184	323	2	4	1	11
0657	Operates motion picture camera at college outdoor fundtions such as athletic events.	6	2	3224	08	0124	324	4	5	5	11
0214	Takes for publication photo-graphs using standard cameras for release to press or for use in library newsletters	6	2	3222	09	0184	323	3	4	2	11
0153	Operates camera-tape micro-film machine by setting for height, exposure meter, in-setting materials to be microfilmed and operating camera	6	2	3112	12	0184	323	2	4	1	11
1395	Operates microfilm machine to produce microfilmed materials, newspapers, reports, etc.	6	2	3113	02	0184	312	1	4	1	06

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
1001	Takes pictures to be produced into 3 x 4 slides using appropriate camera equipment	6	2	3112	02	0484	323	2	(4) 5	1	11
0405	Produces black and white slides from books, magazines, and other materials upon request	6	2	3113	03	0114	223	3	(4) 5	1	11

PATRONS' SERVICES, PHOTO LAB, JUNIOR CLERK

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0046	Washes, cleans, and hangs negative to dry in photo lab in U library	6	2	3111	02	1181	187	1	1	1	11
1138	Operates enlarger to enlarge negatives produced in college library	6	2	3111	03	0184	227	2	3	1	11
1159	Operates developer machine to produce photographs from exposed film	6	2	3115	02	0184	323	2	3	1	11
0599	Produces negatives from black and white films	6	2	3111	02	0184	227	2	3	1	11

BUILDING MAINTENANCE

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0876	Examines building floors, walls, etc. for special maintenance needs	8	1	3224	10	0682	387	3	3	2	09
0152	Performs general house-keeping in reading area at end of each day	8	2	2211	02	1185	187	1	1	1	11
0361	Uses standard vacuum cleaner to clean rugs in library	8	2	2211	02	1184	187	1	1	2	11
0179	Maintains supply of soap, towels, etc. in washrooms	8	2	2211	02	1182	187	1	1	1	11
0683	Cleans toilet bowls, sinks, floors, etc. in washroom, kitchen, water fountain, etc.	8	2	2211	02	1183	187	1	1	1	11
1513	Washes windows	8	2	2211	02	1184	187	1	1	2	02
1180 ^{ca}	Uses dustmop to dust tile floors	8	2	2211	02	1184	187	1	1	2	11
1143	Changes light bulbs and performs other simple maintenance functions in library	8	2	3113	02	1183	187	1	1	1	11
10085	Cares for plants in library	8	2	3211	02	1183	187	1	1	1	11

GENERAL, PROFESSIONAL

#	task	area	action	P.S.	TE	WF	GED	WI	TT	TaT.	P.D.
0119	Assists university faculty members in specification of objectives in curriculum planning	9	1	2225	09	0955	556	7	8	2	11
0540	Serves as member of review panel for Ph.D. committee hearings	9	1	2324	07.	0678	556	7	8	5	11
1256	Teaches graduate students in undergraduate level courses in non-library fields	9	1	3125	07	0658	636	5	8	4	07
1053	Identifies ideas, possibilities, etc. for university library by visiting other libraries	9	1	3324	10	0928	656	7	8	7	11
1112	Serves as administrative and technical consultant to other libraries in area	9	1	3223	07	0658	556	7	7	7	11
1445	Participates in professional activities and associations by (A) attending meetings, convention, etc., (B) reading professional journals, (C) discussing professional duties and responsibilities	9	1	1325	09	0628	556	7	7	6	11
0918	Keeps informed of developments in professional field by regularly reviewing literature and through discussions with colleagues	9	1	1324	11	0928	536	8	7	7	11

200

#	task	area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
1028	Reads, reviews, and scans a variety of professional and general interest materials of public relations value and possibilities for library use	9	1	1324	09	0988	585	7	(6) 7	3	09
0999	Serves as elected and selected official of national state, and local professional associations	9	1	3325	11	1068	546	8	7	7	07
0712	Visits other libraries to learn of new possibilities ideas, etc. in library operation and management	9	1	1324	10	0928	556	8	(6) 7	5	11
0413	Engages in personal research and publication efforts as required by university policy	9	1	1324	09	1028	656	7	7	7	10
0787	Writes for publication and distributes bibliographies on special collection	9	2	3225	07	0725	536	6	7	4	11
0812	Scans new titles and reviews publications in specialized departments of library to familiarize self with field	9	1	1325	06	0981	566	5	7	2	09
1522	Attends and participates in faculty meeting in university department	9	1	2324	09	0668	555	6	7	4	11
1080	Lectures as requested on special collections in library rare book, &/or general library holdings	9	2	3324	-07	0658	546	6	7	3	11

#	task	area	action	P.S.	TE	WF	GED	WI	TI	TaT.	P.D.
1555	Designs and develops workshops on reference services for professional librarians	9	1	3224	04	0925	546	6	7	7	11
1556	Conducts workshops on reference services for professional librarians	9	1	3225	04	0858	436	5	7	3	11
0269	Participates in scientific conferences to increase knowledge of scientific field	9	1	1325	09	0928	666	7	7	2	08
0259	Participates in seminars on library services in scientific library as assigned	9	1	3224	07	0658	576	7	7	5	11
0847	Dictates memoranda, letters, etc. on dictating machine for transcription by stenographer	9	2	3222	06	0424	485	4	6	1	07
0118	Serves as panelist on local radio station and discusses library affairs	9	1	3224	07	0657	435	6	6	2	11
1468	Reads newspapers and marks articles to be clipped	9	1	3224	06	0625	435	5	6	7	09

task

GENERAL CLERK

0344 Participates in on-the-job training and formal university course in cataloging and library procedures

0217

Attends in-service training programs for self improvement and professional purposes

0797

Attends college level extension courses for self improvement, works toward an advanced degree in library science

0449

Types or writes information on envelope to route purchase order or other materials in inter-facility mail and sets aside for pickup

0804

Introduces faculty to students in ULL

area	action	P.S.	TE	WF	GED	WI	TT	Tat.	P.D.
9	2	2215	11	0628	444	3	5	4	11
9	1	3325	09	0928	435	5	5	4	08
9	1	2215	11	0628	444	3	5	7	10
9	2	3111	02	0184	233	2	4	1	06
9	2	3222	05	0728	284	4	4	1	11

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